

Sandiganbayan

QUEZON CITY

fr
MA. TERESA S. PABULAYAN
Executive Clerk of Court IV


Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding Justice, to wit:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Judicial Records Division	Two (2) Records Officer I	10

The deadline of submission to the Personnel Section shall not be later than January 24, 2020.

Sandiganbayan is a gender-fair and disability-inclusive employer. Any qualified person may apply.

Quezon City, January 7, 2020


RITCHELLE M. DESINGANO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SANDIGANBAYAN in the CSC website:

rayan
AMPARO M. CABOTAJE-TANG
Presiding Justice
Date: 7-Jan-20

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Records Officer I	SBB-RO1-1-1998	10	19,233.00	Bachelor's degree	none required	none required	CS Professional or Second Level Eligibility		Judicial Records Division
2	Records Officer I	SBB-RO1-4-1998	10	19,233.00	Bachelor's degree	none required	none required	CS Professional or Second Level Eligibility		Judicial Records Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 24, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice
Sandiganbayan Centennial Building, Commonwealth Avenue
corner Batasan Road, Quezon City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

JUDICIAL RECORDS DIVISION

Records Officer I

Php. 19,233.00 (SG-10)

Duties and Responsibilities:

Under general supervision, assists his superiors in coordinating the activities in the Records Section;

Supervises the coding and retrieving of records in the section;

Assists the Records Officer II in verifying entries of judgment and taking note of promulgation and entries of judgment;

Evaluates data for reports required by his superiors; performs other related duties as may be assigned from time to time.

Qualification Standards:

Education	:	Bachelor's degree
Experience	:	non required
Training	:	none required
Eligibility	:	Civil Service (Professional) or Second Level Eligibility