



Republic of the Philippines  
**Sandiganbayan**

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

**Request for Publication of Vacant Positions**

MANILA JUL 10 18 3:08PM

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **Sandiganbayan** in the CSC website:

*[Handwritten Signature]*  
AMPARO M. CABOTAJE-TANG  
Presiding Justice  
Date: 07/10/18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Judicial Staff Officer	SBB-ADO4-1-1998	23	787,248.00	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional or Second Level Eligibility		Administrative Division
2	Clerk III	SBB-CK3-19-1998	6	172,080.00	Completion of two years studies in college	none required	none required	CS Subprofessional or First Level Eligibility		Supply Section, Administrative 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 **July 24, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture; **SUBSCRIBED AND SWORN** and **SIGNED** (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to submit their application to Personnel Section, addressed 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.**

## **SB Supervising Judicial Staff Officer (SG-23)**

### **Duties and Responsibilities:**

- \* Advises the management on staffing policies and procedures; analyzes qualities and skills required for each particular job and prepare job descriptions and statement of duties and responsibilities;
- \* Assists the Chief of the Division in the preparation of annual budget; prepares routine correspondence;
- \* Supervises the processing of appointments, service records, attendance and leave of absence and the maintenance and systematic handling of employees records;
- \* Conducts orientation programs for all new employees;
- \* Administers the preparation of initial salaries and allowances and workout leave entitlements;
- \* Acts as the chief of the division in her absence; and
- \* Does other related tasks as may be assigned from time to time.

### **Qualification Standards:**

<b>Education</b>	:	Bachelor's Degree relevant to the job
<b>Experience</b>	:	3 years of relevant experience
<b>Training</b>	:	16 hours of relevant training
<b>Eligibility</b>	:	CS Professional

## **Clerk III (SG-6)**

### **Duties and Responsibilities:**

- \* Under general supervision, renders clerical assistance to his superiors in the Supply Section;
- \* Prepares routine office correspondence;
- \* Types vouchers and reports of the Supply Section;
- \* Processes purchase requests, canvass, awards, purchase orders, inspection and acceptance reports, disbursement vouchers and waste material reports;
- \* Conducts actual inventory report and submit budget proposal;
- \* Does other related tasks as may be assigned from time to time.

### **Qualification Standards:**

<b>Education</b>	:	Completion of two years studies in college
<b>Experience</b>	:	none required
<b>Training</b>	:	none required
<b>Eligibility</b>	:	CS Subprofessional