

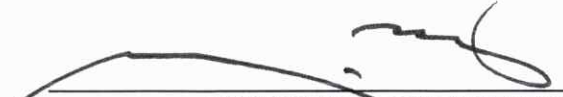


Republic of the Philippines
Sandiganbayan

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


 AMPARO M. CABOTAJE-TANG
 Presiding Justice
 Date: 10/02/18

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	Two (2) Driver II - Casual Bus Driver	N/A	4	576.09 (Daily Wage)	Elementary School Graduate	none required	none required	Driver's License (MC 11, s. 96-Cat. II)		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 **October 16, 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;
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

APPROVED FOR POSTING


MA. TERESA S. PABULAYAN
 Executive Clerk of Court IV

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ADMINISTRATIVE DIVISION

Driver II (Casual)

SG-4 (Php. 576.09/day)

Duties and Responsibilities:

- * Under general supervision, operates automotive equipment in transporting personnel and materials of the office;
- * Maintains the cleanliness of the vehicles;
- * Submits reports on fuel and oil consumption and distanced traveled; participates the composition of minor technical repairs and maintains equipment of vehicles; submit properly accomplished trip tickets;
- * Performs other related duties as maybe assigned by the chief of division; and
- * Does related work.

Qualification Standards:

Education	:	Elementary School Graduate
Experience	:	none required
Training	:	none required
Eligibility	:	Driver's License (MC 11, s. 96-Cat. II)