

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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

CIVIL SERVICE COMMISSION-NCR
A FIELD OFFICE
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27 MAR 2018
BY: *[Signature]*

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:

AMPARO M. CABOTAJE-TANG

Presiding Justice

Date:

25-Mar-19

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	Court Attorney IV	SBB-CTAT4-16-1998	25	95,083.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	R.A. No. 1080 - BAR		Office of the Executive Clerk of Court IV
2	Court Attorney IV	SBB-CTAT4-18-1998	25	95,083.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	R.A. No. 1080 - BAR		Legal Research and Technical Staff
3	Engineer IV (Sanitary Engineer)	SBB-ENG4-30-2000	22	65,319.00	Bachelor's Degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	R.A. No.1080 - Sanitary Engineer		Administrative Division
4	Plumber II	SBB-PLUM2-16-1998	5	14,007.00	Elementary School Graduate; Pipefitter or plumber	none required	none required	CSC MC 11, s. 1996, as amended (Cat. II)		Administrative Division
5	Internal Auditor III	SBB-IAUD3-5-2004	18	40,637.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility		Internal Audit Service
6	Clerk II	SBB-CK2-8-1998	4	13,214.00	Completion of two years studies in college	none required	none required	CS Subprofessional or First Level Eligibility		Office of the Executive Clerk of Court III, Third 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 April 10, 2019.

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

APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

REPUBLIC OF THE PHILIPPINES

Sandiganbayan

QUEZON CITY

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:

LEGAL RESEARCH AND TECHNICAL STAFF

One (1) Court Attorney IV - Salary Grade 25

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

One (1) Court Attorney IV - Salary Grade 25

ADMINISTRATIVE DIVISION

One (1) Engineer IV (Sanitary) - Salary Grade 22

One (1) Plumber II – Salary Grade 5

INTERNAL AUDIT SERVICE

One (1) Internal Auditor III - Salary Grade 18


OFFICE OF THE EXECUTIVE CLERK OF COURT III, THIRD DIVISION

One (1) Clerk II - Salary Grade 4

The deadline of submission to the Personnel Section shall not be later than April 10, 2019.

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

Quezon City, March 25, 2019.


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

LEGAL RESEARCH AND TECHNICAL STAFF

Court Attorney IV (SG-25)

Duties and Responsibilities:

- * Under general supervision, performs highly responsible legal work and extensive research studies on cases with no precedents in local or foreign jurisprudence;
- * Examines, analyzes and studies facts involved in legal problems or queries submitted for advisory or interpretative opinions;
- * Prepares legal studies/memorandum on more difficult legal matters propounded by the Justices and other officials of the Court;
- * Renders opinions on matters referred to him by his immediate supervisor; discusses legal matters with subordinate attorneys;
- * Instructs subordinate attorneys as to working procedures;
- * Reviews finished work of subordinates for accuracy and consistency before submission;
- * Plans distribution of work among subordinates; and
- * Does related tasks.

Qualification Standards:

Education	:	Bachelor of Laws
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	R.A. No. 1080

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

Court Attorney IV - Php. 95,083.00 (SG-25)

Duties and Responsibilities:

Under general supervision, performs highly responsible legal work and extensive research studies on cases with no precedents in local or foreign jurisprudence; Examines, analyzes and studies facts involved in legal problems or queries submitted for advisory or interpretative opinions; Prepares legal studies/memorandum on more difficult legal matters propounded by the Justices and other officials of the Court; Render opinions on matters referred to him by his immediate supervisor; discusses legal matters with his supervisor as to working procedures; and Does related tasks.

Qualification Standards:

Education	:	Bachelor of Laws
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	RA 1080 (BAR)

ADMINISTRATIVE DIVISION

Engineer IV (Sanitary) Php. 65,319.00 (SG-22)

Duties and Responsibilities:

- Under general supervision, performs the preventive maintenance of all sanitary works under his care.
- Takes charge of change-over the operation of all sanitary works, informs the superior of all essential matters pertaining to the operation.
- Feeds chemical treatment of water-cooling system, takes charge of the required dosage and stocks of chemicals.
- Makes periodic inspection of all sanitary equipment under his care and reports abnormalities to his subordinates, logs hourly reading of all essential of indication and integration meters and gauges.
- Assists in the start-up and shutdown of main equipment. Attends to the house keeping of all area cleanliness of all sanitary equipment/facilities.
- Performs/undertakes regularly/routinary preventive maintenance activities such as check-up, cleaning, lubrication and recommends replacements of parts necessary, prepares list of materials and parts (with complete specifications) needed in the repair and maintenance and recommends purchase of the same.
- Performs other functions that assigned from time to time.

Qualification Standards:

- Education** : Bachelor's Degree in Engineering relevant to the job
- Experience** : 3 years of relevant experience
- Training** : 16 hours of relevant training
- Eligibility** : RA 1080

Plumber II - Php 14,007.00 (SG-5)

Duties and Responsibilities:

- * Maintains the plumbing system of the Court;
- * Assists the other maintenance men in their respective chores when necessary.
- * Acts as liaison officer between the office and the MWSS.
- * Does other related works assigned by his immediate superior.

Qualification Standards:

- Education** : Elementary School Graduate; Pipefitter or plumber
- Experience** : none required
- Training** : none required
- Eligibility** : CSC MC 11, s. 1996, as amended (Cat. II)

INTERNAL AUDIT SERVICE

Internal Auditor III - Php. 40,637.00 (SG-18)

Duties and Responsibilities:

- * Under general supervision, reviews agency reorganization structure, staffing, administrative systems and procedures and other relevant information to determine its internal audit needs and objectives;
- * Assigns and clarifies work assignments of members of audit team;
- * Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit;
- * Leads an internal audit team in the conduct of financial and/or operations audit;
- * Reviews findings and recommendations of audit team for completeness and conformance to audit plan, standards and guidelines;
- * Drafts the consolidated internal audit report;
- * Discusses audit results with auditee/s before the draft to the report is finalized;
- * Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation;
- * Conducts investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed;
- * Conducts special audits as assigned; and
- * Does related work

Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	Career Service (Professional) Second Level Eligibility

OFFICE OF THE EXECUTIVE CLERK OF COURT III, THIRD DIVISION

Clerk II - Php. 13,214.00 (SG-4)

Duties and Responsibilities:

- * Under general supervision, performs a variety of skilled clerical tasks;
- * Prepares routine correspondence, transmittal letters and endorsements, and types the same for review and signature of his immediate head;
- * Checks date of posting of pleadings to determine their timeliness; Checks each and every page of duplicate copies of pleading to determine sufficiency and compliance with rules;
- * Examines copies of pleading filed, as well as the attached annexes as to eligibility and sufficiency;
- * Arranges and classifies all pleading received and transmits the same to the processors for inclusion in the agenda;
- * Prepares and types the assignment sheet for all cases needed in the preparation and release of court resolutions, notices and processes;
- * Assists in the preparation and release of minute resolutions, orders, writs and other processes of the court;
- * Addresses envelopes for the service of the court processes; and
- * Does related tasks.

Qualification Standards:

Education	:	Completion of two years studies in college
Experience	:	None required
Training	:	None required
Education	:	CS Subprofessional