



Republic of the Philippines  
**Sandiganbayan**

Request for Publication of Vacant Positions

**APPROVED FOR POSTING**

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

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: \_\_\_\_\_

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-IAUD4-1-2004	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		Internal Audit Service
2	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 **August 20, 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.**

## INTERNAL AUDIT SERVICE

### SUPERVISING JUDICIAL STAFF OFFICER

Php. 65,604.00 (SG-23)

#### **Duties and Responsibilities:**

- \* Under direction, assists in supervising a division tasked with internal audit functions;
- \* Reviews internal audit plans;
- \* Discusses the internal audit plans with the concerned internal audit staff;
- \* Advises staff on need for changes in scope, objectives, audit procedures and how to resolve audit issues encountered;
- \* Reviews status report of audit being conducted;
- \* Reviews written internal audit reports;
- \* Trains new internal auditors;
- \* Rates performance of audit staff; and
- \* Does related work

#### **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

## 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:**

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