

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:


**SHERIFF AND SECURITY DIVISION
Two (2) Security Officer I (SG – 11)**

This notice shall be posted in three conspicuous places in the Sandiganbayan for a period of at least ten (10) days from the date hereof.

The deadline of submission to the Personnel Section shall not be later than October 25, 2018.

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

Quezon City, October 9, 2018.


RITCHELLE M. DESINGAÑO-YRAÑELA
*Acting Chief Judicial Staff Officer
Administrative Division*

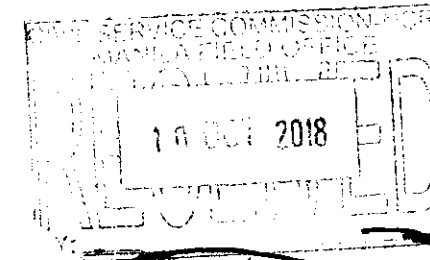


Republic of the Philippines
Sandiganbayan

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:



[Signature]
AMPARO M. CABOTAJE-TANG
Presiding Justice

Date: *10/15/18*

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	Security Officer I	SBB-SECO1-45-1998	11	242,148.00	Bachelor's degree relevant to the job	None required	None required	CS - Professional / Second Level Eligibility		Sheriff and Security Services Division
2	Security Officer I	SBB-SECO1-47-1998	11	242,148.00	Bachelor's degree relevant to the job	None required	None required	CS - Professional / Second Level Eligibility		Sheriff and Security Services 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 25, 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 hand in or send through courier/email their application to:

Hon. AMPARO M. CABOTAJE-TANG
Presiding Justice
Sandiganbayan Centennial Building, Commonwealth Avenue
corner Batasan Road, Quezon City

APPROVED FOR POSTING

[Signature]
MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Security Officer I

Salary Grade: 11

Php. 20,179.00

Duties and Responsibilities:

- * Under general supervision, performs first-line supervisory function over the Sandiganbayan security guards;
- * Assists the immediate superior in coordinating the guards activities; ensures that guards are properly instructed upon assumption of their tour of duty and inspects them in their posts;
- * Prepares details of guards and inspects entries in the guard logbooks; conducts periodic physical fitness workouts and tactical inspection with troops information and education hours after inspection in ranks;
- * Does related tasks as directed from time to time.

Qualification Standards:

Education : Bachelor's Degree relevant to the job
Experience : none required
Training : none required
Eligibility : CS Professional