

APPROVED FOR POST

REPUBLIC OF THE PHILIPPINES
Sandiganbayan
QUEZON CITY

MA. TERESA S. PABULAY
Executive Clerk of Court

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:

ADMINISTRATIVE DIVISION

One (1) Chief Judicial Staff Officer (SG – 25)

SHERIFF AND SECURITY SERVICES DIVISION

One (1) Chief Judicial Staff Officer (SG – 25)

One (1) Supervising Judicial Staff Officer (SG – 23)

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 September 28, 2018.

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

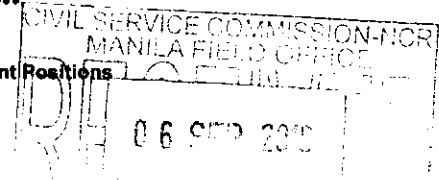
Quezon City, September 4, 2018.


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



Republic of the Philippines
Sandiganbayan

Request for Publication of Vacant Positions



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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: 09/27/18

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	Chief Judicial Staff Officer	SBB-ADO5-1-1998	25	989,268.00	Bachelor's Degree	5 years of relevant experience	32 hours of relevant training	CS Professional or Second Level Eligibility		Administrative Division
2	Chief Judicial Staff Officer	SBB-SECO3-1-1998	25	989,268.00	Bachelor's Degree	5 years of relevant experience	32 hours of relevant training	CS Professional or Second Level Eligibility		Sheriff and Security Services Division
3	Supervising Judicial Staff Officer	SBB-SHE4-4-1998	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		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 **September 28, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ADMINISTRATIVE DIVISION

Chief Judicial Staff Officer

Php. 82,439.00 (SG-25)

Duties and Responsibilities:

- * Plans, organizes, directs, controls, evaluates and supervises the administrative services and functions in the agency providing all administrative services such as human resource administration, property and supply services, engineering and general services, cashiering services, medical services and library services;
- * Supervises and coordinates budget preparation, preparation of plantilla, notice of salary adjustment and notice of step increments;
- * Implements administrative policies and decides on routine employee relations, problems and conflicts;
- * Prepares office orders, circulars, memoranda for the proper guidance of employees in the office as directed by the office head;
- * Conducts administrative investigations and recommends appropriate disciplinary action in the erring employees whenever assigned by the Director; supervises the preparation of communication and reports as well as procurement and distribution of supplies and equipment;
- * Checks requisitions for supplies, materials and equipment to ensure conformity with approved program of expenditures after consultation with other officials concerned;
- * Takes charge of the receipt, custody and distribution of salary warrants of Court personnel;
- * Interviews job applicants and provides secretarial and/or executive services to committees as need arises; and
- * Does related work.

Qualification Standards:

Education	:	Bachelor's Degree
Experience	:	5 years of relevant experience
Training	:	32 hours of relevant training
Eligibility	:	CS Professional or Second Level Eligibility

SHERIFF AND SECURITY DIVISION

Chief Judicial Staff Officer

Php. 82,439.00 (SG-25)

Duties and Responsibilities:

Adjudicative Functions:

- * Directs and supervises the enforcement and execution of orders and warrants of arrest issued by the Divisions of the Court;
- * Supervises the service and execution of writs of execution, attachments and injunctions and all other court processes;
- * Directs and supervises the services of subpoena duces tecum and/or ad testificandum, orders and resolutions issued by the Divisions; and
- * Supervises the collection of all monies forfeited in favor of the government including those of private parties who have pending cases before the Court including those of the insurance companies which have failed to account for their liabilities under the bonds posted before the Court;

Non-Adjudicative Functions:

Directs and supervises the sheriff and security functions of the court including the activities of the personnel thereof, plans work programs, assigns the same and gives instructions on work methods, guidelines and procedures;

Coordinates the work of the division and develops, establishes and implements policies and procedures pertaining to the activities of the division and all other court processes;

Evaluates the effectiveness of the existing programs and recommends modifications to meet changing needs;

Settles technical and procedural problems; reviews all finished works for quality, consistency and conformance with established policies, procedures, rules and regulations;

Plans and organized periodic staff meeting to discuss their problems and seek solutions to these problems;

Provides guidance to the staff members and recommends their promotions and their participation in seminars, workshops and in-service trainings;

Coordinates with all other law enforcement agencies in securing the Court's premises as well as those of its personnel whenever required;

Receives, evaluates and rates the performance of his staff member and is responsible for the efficiency and discipline;

Reviews, approves and submits periodic reports as and when required;

Assigns official correspondence; and does related works.

Qualification Standards:

Education	:	Bachelor's Degree
Experience	:	5 years of relevant experience
Training	:	32 hours of relevant training
Eligibility	:	CS Professional

Supervising Judicial Staff Officer

Php. 65,604.00 (SG-23)

Duties and Responsibilities:

Under general supervision, in-charge with the responsibility of overseeing the activities of the security officers, sheriffs, process servers and clerks in the performance of their functions;

Being the Assistant Chief of the Division, assists the Chief of Division in the formulation and implementation of policies and procedures pertaining to the activities of the division;

Supervises the work of the security officers and sheriffs in the conduct and physical security for Justices of the Court and personnel; maintaining peace, order and decorum while the courts are in session;

Acts as Division Chief in his absence; assigns, supervises and reviews/checks the works of subordinates;

Confers and discusses problems encountered in serving and implementation of Court Orders and security operations;

Study methods of improving security operations/procedures; submits recommendations to the Chief of Division/Head of Office;

Supervises and sees to it that all judicial and extra-judicial proceedings are duly accomplished;

Serves, implements all kinds of court orders/processes coming from the different courts such as summons, subpoenas and testificandum, subpoena duces tecum, notices of hearings, orders of pre-trial, decision and all other court processes, as well as those coming from foreign courts;

Takes custody of the accused while their bail bonds are being processed; and turns over the accused who voluntarily surrender to the authorized detention centers;

In-charge with the duty of translating and evaluating the performance of every employee under his division;

Maintains morale and discipline among employees of the division;

Performs such other duties assigned to him by his superior;

Qualification Standards:

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