

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:

OFFICE OF THE EXECUTIVE CLERK OF COURT IV
One (1) Driver I – Salary Grade 03

The deadline of submission to the Personnel Section shall not be later than November 15, 2019.

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

Quezon City, October 28, 2019.


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

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

Driver I

Php. 12,466.00 (SG-3)

Duties and Responsibilities:

- * Under general supervision, operates light 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
Eligibility : Professional Driver's License
(MC 11, s. 96, as amended - Cat. IV)

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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:


EFREN N. DE LA CRUZ

Acting Presiding Justice

Date: 29-Oct-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	Driver I	SBB-DRV1-1-1998	3	12,466.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 96, as amended - Cat. IV)		Office of the Executive Clerk of Court IV

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 November 15, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.