

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:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Supply Section, Administrative Division	One (1) Supply Officer III	18
Supply Section, Administrative Division	One (1) Storekeeper II	6
Office of Associate Justice Arthur O. Malabaguio	One (1) Clerk III	6

The deadline of submission to the Personnel Section shall not be later than April 22, 2022.

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

Quezon City, April 6, 2022.


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

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be
CIVIL SERVICE COMMISSION
MANILA FIELD OFFICE

RECEIVED
APR 08 2022

To: CIVIL SERVICE COMMISSION (CSC)

By: **AMPARO M. CABOTAJE-TANG**
Presiding Justice

APRIL 8, 2022

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SANDIGANBAYAN in the CSC website:

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	
1	Supply Officer III	SBB-SUO3-1-1998	18	45,203.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	Supply Section, Administrative Division
2	Storekeeper II	SBB-STK2-1-1998	6	16,877.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility	Supply Section, Administrative Division
3	Clerk III	SBB-CK3-13-2018	6	16,877.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility	Office of Associate Justice Arthur O. Malabaguio

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 22, 2022.

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 send through online their application to:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City
sbpersonnel.application@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Supply Section, Administrative Division

Position: **Supply Officer III**
Salary Grade : 18 Monthly Salary : PHP 45,203.00

Duties and Responsibilities:

- Under general supervision, supervises the work of technical and clerical personnel engaged in the receipts, control and issuance of supplies;
- Makes decisions involving problems of purchasing; reviews, approves and submits monthly reports for supplies issued;
- Checks contract papers and proposals;
- Makes recommendations in determining the kind and quality of supplies, equipment and materials or books needed, availability to stock and needs for such materials;
- Interprets objectives and review results in accordance with statutory provisions and office policies;
- Prepares and submits annual reports pertaining to supplies;
- Does other assigned works from time to time as the needs arise.

Qualification Standards

Education : Bachelor's Degree
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility

Supply Section, Administrative Division

Position: **Storekeeper II**
Salary Grade : 6 Monthly Salary : PHP 16,877.00

Duties and Responsibilities:

- Under general supervision, assists the Storekeeper III in the management of the operation in the warehouse; prepares monthly reports of stock position;
- Receives delivered items for inspections; issues the ordered item to end-users;
- Issues supplies being requisitioned to the end-users in the stock card to reflect the balance on hand thereof;
- Supervises the arrangement and classification of stocks in the warehouse; keeps warehouse in good storing condition to prevent pilferage and damage to stocks;
- Responsible for the general cleanliness of the warehouse and its environs; and does related work.

Qualification Standards

Education : Completion of two years studies in college
Training : None required
Experience : None required
Eligibility : CS Subprofessional or First Level Eligibility

Office of Associate Justice Arthur O. Malabaguio

Position: **Clerk III**

Salary Grade : **6** Monthly Salary : **PHP 16,877.00**

Duties and Responsibilities:

- Under immediate supervision, renders clerical assistance in the Office of the Associate Justice;
- Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Associate Justice; and files records of the same; and
- Performs other related clerical tasks.

Qualification Standards

Education : Completion of two years studies in college

Training : None required

Experience : None required

Eligibility : CS Subprofessional or First Level Eligibility