

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION-NC
MANILA FIELD OFFICE
Excel format

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MAR 31 2023

BY: _____
AMPARO M. CABOTAJE-TANG
Presiding Justice
3-31-2023

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:

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	Nurse III	SBB-NURS3-1-2022	17	43,030.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. No. 1080		Medical Section, 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 April 11, 2023.

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 (**NOTARIZED**);
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 their application through the details and link below:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City

<https://forms.gle/tzzsovngKEzgwbi78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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
Medical Section, Administrative Division	Nurse III	17

The deadline of submission to the Personnel Section shall not be later than April 11, 2023.

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

Quezon City, March 27, 2023.


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

Medical Section, Administrative Division

Position: **Nurse III**
Salary Grade : **17** Monthly Salary : **PHP 43,030.00**

Duties and Responsibilities:

- Takes and records the vital signs which includes blood pressure and pulse rate of the patient.
- Renders first aid treatment to patients in case of emergencies; assists the physician during the routine medical rounds to justices;
- Assists the physician in the performance of examination and such cases where minor surgical intervention are needed;
- Interprets physician's recommendations and instructions to patients;
- Administers I.M. (intramuscular) injections and per oral medications upon prior instructions from the physician;
- Prepares and submits monthly and annual reports of incoming patients with the corresponding diagnosis and treatment;
- Prepares special monthly report of all emergency cases. Keeps records of all patients with the above enumerated activities;
- Makes sure that all surgical instruments and other articles and medical equipments are always available in time of use;
- Checks all medical instruments and other articles properly sterilized to free from any point of contamination;

Qualification Standards

Education : Bachelor of Science in Nursing
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : R.A. No. 1080