

Supply Section, Administrative Division

Position: **Administrative Assistant II - (Clerk IV)**
Salary Grade : **8** Monthly Salary : **PHP 19,744.00**

Duties and Responsibilities:

- Under general supervision, renders clerical assistance to the Property and Supply Section;
- Assist the Supply Officer III in monitoring the Annual Procurement Plan (APP);
- Determine all the purchase requests if included in the APP;
- Prepares and checks the attachment of vouchers of the supplier/s.
- Prepares and submits annual reports (ex: Procurement Monitoring Report) pertaining to supplies; and
- Does other assigned works from time to time as the need arises.

Qualification Standards

Education : Completion of two years studies in college
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Subprofessional or First Level Eligibility

Personnel Section,Administrative Division

Position: **Clerk III**
Salary Grade : **6** Monthly Salary : **PHP 17,553.00**

Duties and Responsibilities:

- Under general supervision, renders general clerical in the Personnel Section; records computations of leave credits of officials and employees;
- Makes a summary of personnel's attendance, absences, tardiness and undertimes;
- Prepares routinary correspondence, certifications, indorsements, memoranda and types the same for review of her immediate supervisor; and
- Does other related tasks as direct.

Qualification Standards

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

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	Administrative Assistant II - (Clerk IV)	8
Personnel Section, Administrative Division	Clerk III	6

The deadline of submission to the Personnel Section shall not be later than August 18, 2023.

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

Quezon City, August 2, 2023.



RITCHELLE M. DESINGAÑO-YRAÑELA

Chief Judicial Staff Officer
Administrative Division