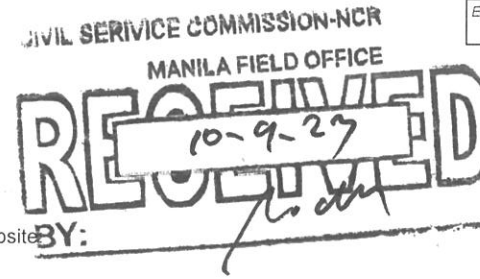


Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 BY:

[Signature]
AMPARO M. CABOTAJE-TANG
Presiding Justice

09 OCT 2023

| 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 | SECURITY GUARD II | SBB-SECG2-42-1998 | 5 | 16,543.00 | High School Graduate | None Required | None Required | CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard License | | SECURITY AND SHERIFF SERVICES DIVISION |
| 2 | SECURITY GUARD II | SBB-SECG2-51-1998 | 5 | 16,543.00 | High School Graduate | None Required | None Required | CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard License | | SECURITY AND SHERIFF 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 October 27, 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.

Note: Interested applicants shall be required to disclose their relatives in the Sandiganbayan.

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

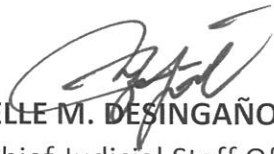
Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding Justice, to wit:

| PLACE OF ASSIGNMENT | POSITION TITLE | SALARY GRADE |
|--|-------------------|--------------|
| SECURITY AND SHERIFF SERVICES DIVISION | SECURITY GUARD II | 5 |
| SECURITY AND SHERIFF SERVICES DIVISION | SECURITY GUARD II | 5 |

The deadline of submission to the Personnel Section shall not be later than October 27, 2023.

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

Quezon City, October 6, 2023.


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

SECURITY AND SHERIFF SERVICES DIVISION

Position: **SECURITY GUARD II**
Salary Grade : 5 Monthly Salary : PHP 16,543.00

Duties and Responsibilities:

- Under immediate supervision, performs security functions as determined, defined and detailed by superior authority; guards offices, grounds and other court properties and facilities against fire, theft, damage and illegal entry; makes tour of inspections at his assigned area;
- Makes walk-in watch in areas where equipment and materials are stored or stock filed;
- Periodically inspects areas shielded from view or areas in which hazard or potential hazards are likely to exist;
- Checks locks to see to it that they are secured; opens and closes gates at prescribed time and holds keys thereof;
- Records incoming and outgoing vehicles in place of assignment; sounds alarm in case of emergencies; observes irregularities;
- Apprehends people littering or destroying plants within the court compound;
- Makes arrests as deputized by proper authorities to maintain peace and order in the Court premises and does other related tasks.

Qualification Standards

Education : High School Graduate
Training : None Required
Experience : None Required
Eligibility : CSC MC 11, s. 1996, as amended (Cat. IV) – Security Guard License