

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:


AMPARO M. CABOTAJE-TANG
Presiding Justice

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	Medical Officer III - Casual	N/A	21	63,997.00	Doctor of Medicine	None	None	RA 1080		Medical Section, Administrative Division
2	Nurse I - Casual	N/A	15	36,619.00	Bachelor of Science in Nursing	None	None	RA 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/tzsovnngKEzgwbi78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Medical Section, Administrative Division	One (1) Medical Officer III - Casual	21
Medical Section, Administrative Division	One (1) Nurse I - Casual	15

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: **Medical Officer III - Casual**
Salary Grade : 21 Monthly Salary : PHP 63,997.00

Duties and Responsibilities:

- Conducts thorough examination and gives medical attention to every patients of this Court; prescribes treatment thereof and directs the treatment management and care of patient assigned to my service;
- Makes weekly rounds to justices of the court and attends to every patients thereat;
- Responds to all emergency calls requiring my attendance;
- Implements the protocol rules and regulations observed by the Court; responsible for clinical history and routine laboratory examinations of patients;
- Attends and participates in staff conferences;
- Supervises the monthly report of the section; and does related tasks.

Qualification Standards

Education : Doctor of Medicine
Training : None
Experience : None
Eligibility : RA 1080

Medical Section,Administrative Division

Position: **Nurse I - Casual**
Salary Grade : **15** Monthly Salary : **PHP 36,619.00**

Duties and Responsibilities:

- Takes and records the vital signs which includes blood pressure and pulse rate of the patient.
- Renders final aide 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 equipment’s are always available in time of use;
- Checks all medical instruments and other articles properly sterilized to free from any point of contamination;
- Checks guidelines relevant with the directives of the medical supervisor for the enforcement and implementation;
- Keeps updated with new medical rules and sees to it that same shall be enforced and implemented in practice and in principles;
- Acts, executes and causes implementation thereto, any or all orders and directives the physician may direct from time to time.
- Makes sure that all surgical instruments and other articles and medical equipment’s are always available in time of use;
- Checks all medical instruments and other articles properly sterilized to free from any point of contamination;
- Checks guidelines relevant with the directives of the medical supervisor for the enforcement and implementation;
- Keeps updated with new medical rules and sees to it that same shall be enforced and implemented in practice and in principles;
- Acts, executes and causes implementation thereto, any or all orders and directives the physician may direct from time to time.

Qualification Standards

Education : Bachelor of Science in Nursing
Training : None
Experience : None
Eligibility : RA 1080