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Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

MANILA OCT 17 '23 11:58AM

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
17 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	ADMINISTRATIVE OFFICER III	SBB-ADO3-1-1998	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility		OFFICE OF THE EXECUTIVE CLERK OF COURT IV

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 31, 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.

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

Position: **ADMINISTRATIVE OFFICER III**
Salary Grade : **18** Monthly Salary : **PHP 46,725.00**

Duties and Responsibilities:

- Under general supervision, assists the Executive Assistant III in his/her administrative functions;
- Studies and makes suggestions to improve work methods, procedures for a more effective operation in the Office of the Clerk of Court;
- Takes action on delegated routine matters; provides resource assistance on matters of policy, rules, orders and regulations; and
- Does other work as may be assigned from time to time.

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

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
OFFICE OF THE EXECUTIVE CLERK OF COURT IV	ADMINISTRATIVE OFFICER III	18

The deadline of submission to the Personnel Section shall not be later than October 31, 2023.

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

Quezon City, October 16, 2023.


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