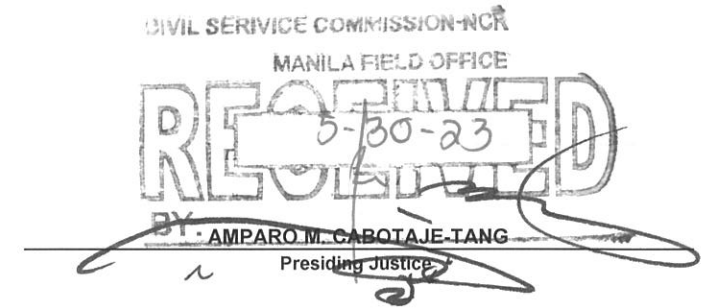


Republic of the Philippines  
**SANDIGANBAYAN**  
Request for Publication of Vacant Positions

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:



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 Assistant II (Clerk IV)	SBB-ADAS2-2-2022	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional or First Level Eligibility		Engineering 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 June 13, 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](http://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/tzzsovngKEzgwbj78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

REPUBLIC OF THE PHILIPPINES

**Sandiganbayan**

QUEZON CITY

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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
Engineering Section, Administrative Division	Administrative Assistant II - (Clerk IV)	8

The deadline of submission to the Personnel Section shall not be later than June 13, 2023.

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

Quezon City, May 29, 2023.

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

## Engineering Section, Administrative Division

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

### Duties and Responsibilities:

- Act as Engineering Assistant in the Engineering Section;
- Understand and carrying out all tasks given by the Engineers;
- Ensure operation of office equipment;
- Collects, stores, retrieves, or disseminates data, information or materials as required;
- Ensuring that equipment is properly cleaned, and that supplies, and other materials are appropriately stored;
- Assists in the operation and maintenance of the Court's facility and property;
- Perform regular inspections of equipment and scheduling maintenance or repairs, when necessary;
- Carry out simple sample preparation, prepare and assemble simple testing equipment;
- Perform simple tests as directed by his/her supervisor, including recording of test data on worksheets;
- Provide CAD drawings according to specifications, when necessary;
- Provide general administrative support to the Engineering Section specially in the procurement activities ;
- Impart excellent customer service to visitors and colleagues;
- Schedule and coordinate logistics for meetings, interviews, seminars, and facility inspection; and
- Perform other duties from time to time.

### 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