

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:

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AMPARO M. CABOTAJE-TANG
Presiding Justice
4/17/2023

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	Clerk IV	SBB-CK4-23-2018	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		Personnel 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 28, 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/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
Personnel Section, Administrative Division	Clerk IV	8

The deadline of submission to the Personnel Section shall not be later than April 28, 2023.

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

Quezon City, April 13, 2023.



RITCHELLE M. DESINGAÑO-YRAÑELA

Chief Judicial Staff Officer

Administrative Division

Personnel Section, Administrative Division

Position: **Clerk IV**
Salary Grade : **8** Monthly Salary : **PHP 19,744.00**

Duties and Responsibilities:

- Under general supervision, renders general clerical tasks in the Personnel Section;
- Make a summary of personnel's record for incentive or award entitlement pursuant to PRAISE and other relevant issuances;
- Prepares voucher for those entitled to awards, incentives and other related benefits; check/receives all supporting documents attached to the vouchers;
- Serves as facilitator or assists in the conduct of training seminars, orientation, briefing and workshops sponsored by Sandiganbayan wether conducted within or outside the Court's Premises;
- Prepares routinary correspondence, certification, office orders indorsements, memoranda and types the same for review of her/his immediate supervisor;
- Serves as liaison officer to GSIS and other government agencies;
- Does related task as directed.

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