

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

**SANDIGANBAYAN**  
**FILE COPY**  
**PERSONNEL SECTION**

Electronic copy to be submitted to the CSC FO must be in MS  
OFFICE OF THE PRESIDENTIAL ATTACHE  
CIVIL SERVICE COMMISSION-NCR

MANILA FIELD OFFICE

**RECEIVED**  
MAR 04 2024  
BY: Maila B. Sipnet

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

MAR 04 2024

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	CASH CLERK II	SBB-CHC2-1-1998	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility		CASHIER 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 March 18, 2024.

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.

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.

# 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
CASHIER SECTION, ADMINISTRATIVE DIVISION	CASH CLERK II	6

The deadline of submission to the Personnel Section shall not be later than March 18, 2024.

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

Quezon City, February 27, 2024.

  
RITCHELLE M. DESINGANO-YRAÑELA

Chief Judicial Staff Officer  
Administrative Division

## CASHIER SECTION, ADMINISTRATIVE DIVISION

Position: **CASH CLERK II**  
Salary Grade : 6 Monthly Salary : PHP 17,553.00

### **Duties and Responsibilities:**

- Under general supervision, assists the Cashier in the payment of salaries, allowances and other benefits to the Court personnel;
- Prepares remittance advice for admission to the Bureau of Treasury/PNB; prepares report of collections of regular disbursing officer;
- Issues receipts for collections made and enters said collections in cash book;
- Keeps and maintains TCAA files and other records in the cash unit; and
- Does other related tasks as may from time to time be assigned by his superiors.

### **Qualification Standards**

Education : Completion of 2 years studies in college  
Training : None Required  
Experience : None Required  
Eligibility : CS Subprofessional or First Level Eligibility