

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

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CIVIL SERVICE COMMISSION  
MANILA FIELD OFFICE  
**RECEIVED**  
JAN 26 2024  
BY: Maia B. Sison

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-FANG  
Presiding Justice

26 JAN 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	Administrative Officer III (Judicial Staff Officer III)	SBB-ADO3-9-2022	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> <li>• Preferably knowledgeable in project management, monitoring, and evaluation, and in information technology, particularly in the use of appropriate MS Office applications and software.</li> <li>• Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills, computer literacy, proficiency in different software applications particularly MS 365.</li> <li>• Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable.</li> </ul>	PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION
2	Administrative Officer I	SBB-ADO1-5-2022	11	27,000.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> <li>• Preferably, with knowledge and experience in procurement-related processes, particularly in procurement canvassing and preparation of Abstracts of Canvass.</li> <li>• Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills.</li> <li>• Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable.</li> </ul>	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION

**SANDIGANBAYAN**  
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PERSONNEL SECTION

3	Administrative Officer I	SBB-ADO1-6-2022	11	27,000.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> <li>• Preferably, with knowledge and experience in procurement-related processes, particularly in procurement canvassing and preparation of Abstracts of Canvass.</li> <li>• Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills.</li> <li>• Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable.</li> </ul>	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION
4	Administrative Officer I	SBB-ADO1-8-2022	11	27,000.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility	<ul style="list-style-type: none"> <li>• Preferably, with knowledge and experience in procurement-related processes, particularly in procurement canvassing and preparation of Abstracts of Canvass.</li> <li>• Skills: Analytical skills, problem-solving and decision-making skills, good oral and written communication skills, computer literacy, proficiency in different software applications particularly MS 365.</li> <li>• Behavior: detail-oriented, meticulous, team player, strong sense of professionalism, good work ethics, puts premium on work excellence and quality of work, responsible and accountable.</li> </ul>	BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION
5	Administrative Aide IV (Judicial Staff Employee II)	SBB-ADA4-13-2022	4	15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, as amended - Cat. III)	<ul style="list-style-type: none"> <li>• Filing and records management skills.</li> <li>• Good oral and written communication skills.</li> <li>• Strong sense of professionalism and good work ethics.</li> </ul>	CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION
6	Administrative Aide IV (Judicial Staff Employee II)	SBB-ADA4-14-2022	4	15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, as amended - Cat. III)	<ul style="list-style-type: none"> <li>• Filing and records management skills.</li> <li>• Good oral and written communication skills.</li> <li>• Strong sense of professionalism and good work ethics.</li> </ul>	PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT 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 February 15, 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/tz2sovn6KEzgwbj78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**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
PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION	Administrative Officer III (Judicial Staff Officer III)	18
BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION	Administrative Officer I	11
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CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION	Administrative Aide IV (Judicial Staff Employee II)	4
PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION	Administrative Aide IV (Judicial Staff Employee II)	4

The deadline of submission to the Personnel Section shall not be later than February 15, 2024.

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

Quezon City, January 25, 2024.

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

**PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION**

Position: **Administrative Officer III (Judicial Staff Officer III)**  
Salary Grade : 18 Monthly Salary : PHP 46,725.00

**Duties and Responsibilities:**

- Coordinates with the Court’s Budget and Finance Division relative to the approved budget for each fiscal year;
- Monitors and sees to it that all procurement projects are within the approved budget of the Court and only those crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan;
- Provides technical assistance to the end-user units in the preparation of their respective Project Procurement Management Plans (PPMPs);
- Consolidates the Court’s PPMP;
- Devises systematic consolidation of the Court’s Purchase Requests for efficient bidding processes;
- Prepares in a timely and efficient manner the Court’s Procurement Monitoring Report (PMR);
- Ensures timely submissions of relevant reportorial requirements under the Procurement law;
- Performs other duties that may be assigned by supervisors.

**Qualification Standards**

Education : Bachelor’s Degree relevant to the job  
Training : 8 hours of relevant training  
Experience : 2 years of relevant experience  
Eligibility : CS Professional or Second Level Eligibility

**BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION**

Position: **Administrative Officer I**  
Salary Grade : 11 Monthly Salary : PHP 27,000.00

**Duties and Responsibilities:**

- Provides the necessary assistance in the conduct of procurement-related trainings and other activities;
- Makes price canvass for the needed supplies and materials through PhilGEPS and communicates with interested dealers/suppliers;
- Prepares Abstracts of Canvass;
- Evaluates price quotations based on criteria on Purchase Request and approved budget;
- Regularly monitors emails of the BAC Secretariat and endorses the same for proper disposition;
- Monitors compliance with all posting requirements under the Procurement law;
- Recommends, as the need arises, the amendment of the Court’s APP in accordance with the provisions of R.A. No.9184 and its RIRR; and
- Performs other duties that may be assigned by supervisors.

**Qualification Standards**

Education : Bachelor’s Degree  
Training : None Required  
Experience : None Required  
Eligibility : CS Professional or Second Level Eligibility

**BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION**

Position: **Administrative Officer I**  
Salary Grade : **11** Monthly Salary : **PHP 27,000.00**

**Duties and Responsibilities:**

- Provides the necessary assistance in the conduct of procurement-related trainings and other activities;
- Makes price canvass for the needed supplies and materials through PhilGEPS and communicates with interested dealers/suppliers;
- Prepares Abstracts of Canvass;
- Evaluates price quotations based on criteria on Purchase Request and approved budget;
- Regularly monitors emails of the BAC Secretariat and endorses the same for proper disposition;
- Monitors compliance with all posting requirements under the Procurement law;
- Recommends, as the need arises, the amendment of the Court's APP in accordance with the provisions of R.A. No.9184 and its RIRR; and
- Performs other duties that may be assigned by supervisors.

**Qualification Standards**

Education : Bachelor's Degree  
Training : None Required  
Experience : None Required  
Eligibility : CS Professional or Second Level Eligibility

**BIDS AND AWARDS COMMITTEE SECRETARIAT, PROCUREMENT MANAGEMENT DIVISION**

Position: **Administrative Officer I**  
Salary Grade : **11** Monthly Salary : **PHP 27,000.00**

**Duties and Responsibilities:**

- Provides the necessary assistance in the conduct of procurement-related trainings and other activities;
- Makes price canvass for the needed supplies and materials through PhilGEPS and communicates with interested dealers/suppliers;
- Prepares Abstracts of Canvass;
- Evaluates price quotations based on criteria on Purchase Request and approved budget;
- Regularly monitors emails of the BAC Secretariat and endorses the same for proper disposition;
- Monitors compliance with all posting requirements under the Procurement law;
- Recommends, as the need arises, the amendment of the Court's APP in accordance with the provisions of R.A. No.9184 and its RIRR; and
- Performs other duties that may be assigned by supervisors.

**Qualification Standards**

Education : Bachelor's Degree  
Training : None Required  
Experience : None Required  
Eligibility : CS Professional or Second Level Eligibility

**CONTRACT MANAGEMENT SECTION, PROCUREMENT MANAGEMENT DIVISION**

Position: **Administrative Aide IV (Judicial Staff Employee II)**  
Salary Grade : **4** Monthly Salary : **PHP** 15,586.00

**Duties and Responsibilities:**

- Serves as the incoming and outgoing document clerk;
- Performs document management, filing, scanning, and other related tasks;
- Performs other administrative and clerical tasks as assigned by the supervisor;
- Renders duty support in various procurement activities;
- Prepares routine correspondence, transmittal letters and endorsements, and other communications;
- Performs other tasks that may be assigned by immediate supervisor.

**Qualification Standards**

Education : Elementary School Graduate  
Training : None Required  
Experience : None Required  
Eligibility : None Required (MC 11, s. 96, as amended - Cat. III)

**PROCUREMENT PLANNING SECTION, PROCUREMENT MANAGEMENT DIVISION**

Position: **Administrative Aide IV (Judicial Staff Employee II)**  
Salary Grade : **4** Monthly Salary : **PHP** 15,586.00

**Duties and Responsibilities:**

- Serves as the incoming and outgoing document clerk;
- Performs document management, filing, scanning, and other related tasks;
- Performs other administrative and clerical tasks as assigned by the supervisor;
- Renders duty support in various procurement activities;
- Prepares routine correspondence, transmittal letters and endorsements, and other communications;
- Performs other tasks that may be assigned by immediate supervisor.

**Qualification Standards**

Education : Elementary School Graduate  
Training : None Required  
Experience : None Required  
Eligibility : None Required (MC 11, s. 96, as amended - Cat. III)