

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE Electronic copy to be submitted to the CSC FO must be in MS Excel format

01-16-24
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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
1/16/24

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	BUDGET OFFICER III	SBB-BUDO3-1-1998	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BUDGET AND FINANCE DIVISION
2	BAILIFF III	SBB-BALF3-2-1998	10	23,176.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96, as amended - Cat. III)		OFFICE OF THE EXECUTIVE CLERK OF COURT III, FOURTH 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 January 31, 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 (**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
BUDGET AND FINANCE DIVISION	BUDGET OFFICER III	18
OFFICE OF THE EXECUTIVE CLERK OF COURT III, FOURTH DIVISION	BAILIFF III	10

The deadline of submission to the Personnel Section shall not be later than January 31, 2024.

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

Quezon City, January 11, 2024.


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

BUDGET AND FINANCE DIVISION

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

Duties and Responsibilities:

- Under general supervision, prepares the Sandiganbayan budget, plans work programs and procedures;
- Reviews finished work and recommends actions in conformity with established policies and precedents,
- Gives instructions to subordinates on complicated work and decides on priority problems,
- Acts as liaison officer with the Department of Budget and Management and other offices regarding financial and budgetary matters;
- Assists the Presiding Justice and the Chief of Budget and Finance Division in budget hearing;
- Analyzes all vouchers covering various expenditures;
- Summarizes reports of obligation, status of funds and operation;
- Rates the performance of employees of the Section and makes a report thereof, and does related tasks as may from time to time be assigned by the Chief of the Division.

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

OFFICE OF THE EXECUTIVE CLERK OF COURT III, FOURTH DIVISION

Position: **BAILIFF III**
Salary Grade : **10** Monthly Salary : **PHP 23,176.00**

Duties and Responsibilities:

- Under general supervision, attends all court hearings and keeps the peace in the court room;
- Assists the interpreter in some of the latter's tasks;
- Maintains order in and around the court's premises when the court is in session;
- Receives and transmits and/or implements instructions from his superior; and
- Does related work.

Qualification Standards

Education : High School Graduate
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : None Required (MC 11, s. 96, as amended - Cat. III)