

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:

**AMPARO M. CABOTAJE-TANG**  
Presiding Justice

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	Driver II (Contractual)	None	4	15,586.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 96, as amended - Cat. IV)	<ul style="list-style-type: none"> <li>• Knowledgeable in safety regulations and traffic laws, troubleshooting, and basic vehicle maintenance.</li> <li>• Good driving record, detail-oriented, good problem solving skills.</li> <li>• Strong sense of professionalism and good work ethics, team player, responsible and accountable.</li> </ul>	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/tzsovnngKEzgwbj78>



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 MANAGEMENT DIVISION	Driver II (Contractual)	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 person may apply.**

Quezon City, January 25, 2024.

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

**PROCUREMENT MANAGEMENT DIVISION**

Position: **Driver II (Contractual)**  
Salary Grade : 4 Monthly Salary : PHP 15,586.00

**Duties and Responsibilities:**

- Under general supervision, operates automotive equipment in transporting personnel and materials of the office;
- Maintains the cleanliness of the vehicles;
- Submits reports on fuel and oil consumption and distance traveled; participates in minor technical repairs and maintains equipment of vehicles; submit properly accomplished trip tickets; and
- Performs other related duties as may be assigned by supervisors.

**Qualification Standards**

Education : Elementary School Graduate  
Training : None Required  
Experience : None Required  
Eligibility : Professional Driver's License (MC 11, s. 96, as amended - Cat. IV)