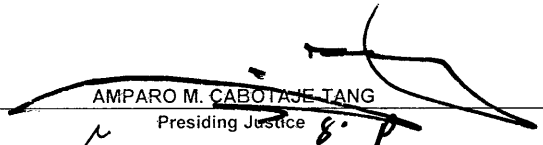


Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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
 February 23, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary / Daily Wage	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Officer III - Casual	N/A	21	63,997.00 / 2,908.95	Doctor of Medicine	None	None	RA 1080		Medical Section, Administrative Division
2	Clerk III (Contract of Service)	N/A	6	17,553.00 / 797.86 per day	Completion of two years studies in college	None	None	None		Personnel Section, Administrative Division
3	Clerk III (Contract of Service)	N/A	6	17,553.00 / 797.86 per day	Completion of two years studies in college	None	None	None		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 March 9, 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.

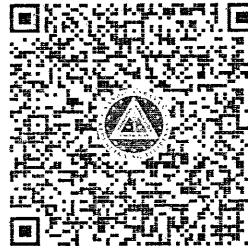
QUALIFIED APPLICANTS are advised to send their application through the details and link below:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City

<https://forms.gle/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
Medical Section, Administrative Division	One (1) Medical Officer III - Casual	21
Personnel Section, Administrative Division	Two (2) Clerk III (Contract of Service)	6

The deadline of submission to the Personnel Section shall not be later than March 9, 2024.

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

Quezon City, February 23, 2024.



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

Medical Section,Administrative Division

Position: **Medical Officer III - Casual**
Salary Grade : 21 Monthly Salary : 63, 997.00 /2,908.95

Duties and Responsibilities:

- Conducts thorough examination and gives medical attention to every patients of this Court; prescribes treatment thereof and directs the treatment management and care of patient assigned to my service;
- Makes weekly rounds to justices of the court and attends to every patients thereat;
- Responds to all emergency calls requiring my attendance;
- Implements the protocol rules and regulations observed by the Court; responsible for clinical history and routine laboratory examinations of patients;
- Attends and participates in staff conferences;
- Supervises the monthly report of the section; and does related tasks.

Qualification Standards

Education : Doctor of Medicine
Training : None
Experience : None
Eligibility : RA 1080

Personnel Section,Administrative Division

Position: **Clerk III (Contract of Service)**
Salary Grade : 6 Monthly Salary : 17,553.00 / 797.86 per day

Duties and Responsibilities:

- Under general supervision, renders general clerical in the Personnel Section; records computations of leave credits of officials and employees;
- Makes a summary of personnel's attendance, absences, tardiness and undertimes;
- Prepares routinary correspondence, certifications, indorsements, memoranda and types the same for review of her immediate supervisor; and
- Does other related tasks as directed.

Qualification Standards

Education : Completion of two years studies in college
Training : None
Experience : None
Eligibility : None