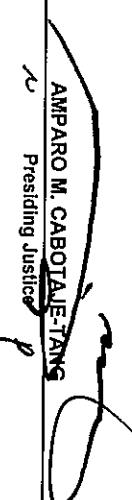


Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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

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
Date: 22-Mar-22

| 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 | |
| 1 | Clerk III (Contract of Service/Job Order) | N/A | 6 | 16,877.00 | Completion of two years studies in college | None required | None required | None required | Supply 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 April 8, 2022.

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;
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 through online their application to:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice
Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City
slbpersonnelapplication@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Sandiganbayan

QUEZON CITY

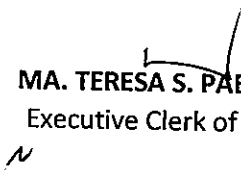
Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding Justice, to wit:

| PLACE OF ASSIGNMENT | POSITION TITLE | SALARY GRADE |
|---|---|--------------|
| Supply Section, Administrative Division | Clerk III (Contract of Service/Job Order) with no Employer-Employee relationship | 6 |

The deadline of submission to the Personnel Section shall not be later than April 8, 2022.

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

Quezon City, March 22, 2022.


MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

Supply Section, Administrative Division

Position: **Clerk III (Contract of Service/Job Order)**

Salary Grade : 6 Monthly Salary : PHP 16,877.00

Duties and Responsibilities:

- Under general supervision, renders clerical assistance to his superiors in the Supply Section;
- Prepares routine office correspondence;
- Types vouchers and reports of the Supply Section;
- Processes purchase requests, canvass, awards, purchase orders, inspection and acceptance reports, disbursement vouchers and waste material reports;
- Conducts actual inventory report and submit budget proposal;
- Does other related tasks as may be assigned from time to time.

Education : Completion of two years studies in college

Training : None required

Experience : None required

Eligibility : None required