

**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
Supply Section, Administrative Division	Clerk III (Contractual) <i>with no Employer-Employee relationship</i>	6
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The deadline of submission to the Personnel Section shall not be later than June 15, 2021.

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

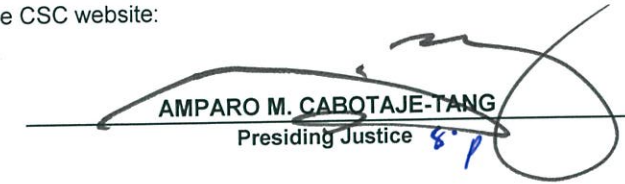
Quezon City, May 31, 2021.

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

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	Clerk III (Contractual)	N/A	6	16,200.00	Completion of two years studies in college	None required	None required	None required		Supply Section, Administrative Division
2	Clerk III (Contractual)	N/A	6	16,200.00	Completion of two years studies in college	None required	None required	None required		Supply Section, Administrative Division
3	Clerk III (Contractual)	N/A	6	16,200.00	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 June 15, 2021.

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);
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  
[sbpersonnel.application@yahoo.com](mailto:sbpersonnel.application@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## Supply Section, Administrative Division

Position: **Clerk III (Contractual)**

Salary Grade : 6 Monthly Salary : PHP 16,200.00

### 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.

### Qualification Standards

Education : Completion of two years studies in college

Training : None required

Experience : None required

Eligibility : None required