

# Sandiganbayan

QUEZON CITY

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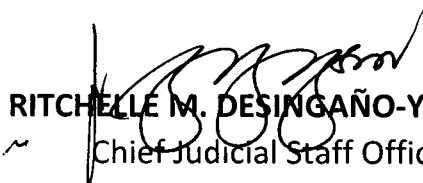
Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding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

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Internal Audit Service	Internal Auditor V (Chief Judicial Staff Officer)	25

The deadline of submission to the Personnel Section shall not be later than July 22, 2021.

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

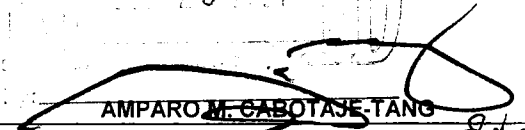
Quezon City, June 22, 2021.

  
**RITCHELLE M. DESINGAÑO-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:

23 JUN 2021  
  
**AMPARO M. CABOTAJE-TANG**  
Presiding Justice  
Date: 22-Jun-21

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	Internal Auditor V (Chief Judicial Staff Officer)	SBB-IAUD5-6-2004	25	98,886.00	Bachelor's Degree	5 years of relevant experience	32 hours of relevant training	CS Professional or Second Level Eligibility		Internal Audit Service

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 July 22, 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.

## Internal Audit Service

Position: **Internal Auditor V (Chief Judicial Staff Officer)**  
Salary Grade : 25 Monthly Salary : PHP 98,886.00

### Duties and Responsibilities:

- Under direction, supervises a division tasked with internal audit functions;
- Establishes the annual goals, objectives and performance targets of the internal auditing unit with the concurrence of the concerned agency officials;
- Establishes internal auditing standards, guidelines and procedures for the guidance of the internal audit staff;
- Determines the extent of coordination with the Commission on Audit Auditors to avoid duplication of audit effort; does final review of internal audit plans;
- Recommends approval of internal audit plans;
- Reviews and approves the internal audit report;
- Reviews and approves recommendations for enhancement of the internal functions;
- Determines training needs of inter audit staff;
- Responsible for work performance and discipline of audit staff; and
- Does other related work

### Qualification Standards

Education : Bachelor's Degree  
Training : 5 years of relevant experience  
Experience : 32 hours of relevant training  
Eligibility : CS Professional or Second Level Eligibility