

REPUBLIC OF THE PHILIPPINES

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
BUDGET AND FINANCE DIVISION, ACCOUNTING SECTION	ACCOUNTING CLERK II	6

The deadline of submission to the Personnel Section shall not be later than October 24, 2022.

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

Quezon City, October 10, 2022.

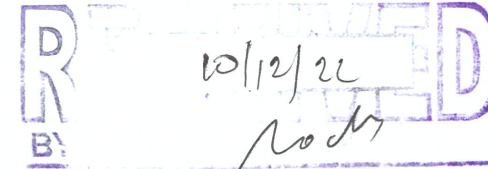

RITCHELLE M. DESINGAÑO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION-NCR

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

MANILA FIELD OFFICE



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
10/12/22

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	Competency (if applicable)	
1	ACCOUNTING CLERK II	SBB-AC2-2-1998	6	16,877.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		BUDGET AND FINANCE DIVISION, ACCOUNTING SECTION

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 October 24, 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 (**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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

BUDGET AND FINANCE DIVISION, ACCOUNTING SECTION

Position: **ACCOUNTING CLERK II**
Salary Grade : 6 Monthly Salary : PHP 16,877.00

Duties and Responsibilities:

- Under immediate supervision, takes responsibility for numbering of journal vouchers;
- Prepares the issuance of treasury warrants and statement of remittances; performs all the clerical works;
- Summarizes JAO;
- Prepares statement of remittances; and performs 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 : CS Subprofessional