

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
MANAGEMENT INFORMATION SYSTEMS DIVISION	CHIEF JUDICIAL STAFF OFFICER	25

The deadline of submission to the Personnel Section shall not be later than October 31, 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

RECEIVED
10/22/22
BY: *[Signature]*

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

10/22/22

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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	CHIEF JUDICIAL STAFF OFFICER	SBB-ITO3-1-2002	25	100,788.00	Bachelor's Degree	32 hours of relevant training	5 years of relevant experience	CS Professional or Second Level Eligibility		MANAGEMENT INFORMATION SYSTEMS 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 October 31, 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.

MANAGEMENT INFORMATION SYSTEMS DIVISION

Position: **CHIEF JUDICIAL STAFF OFFICER**
Salary Grade : 25 Monthly Salary : PHP 100,788.00

Duties and Responsibilities:

- Formulates plans, policies and guidelines for the efficient functioning of the office;
- Extends supports to the Director III on the performance of the data processing operations and Local Area Network (LAN), operation, provides costs forecasts for all data processing activities;
- Sees to it that procedures are followed, posting are accurate and a filing system is maintained for easy access and efficient storage of cross-indexing of materials;
- Evaluates applicability of new technical developments; plans and maintains an active and continuing program for the management, preservation and disposition of records;
- Recommends new uses for data processing equipment or abandonment of unprofitable present uses;
- Reviews accomplished work for accuracy and conformity with standing policies and procedures;
- Submits periodic report to the Director III.

Qualification Standards

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