

REPUBLIC OF THE PHILIPPINES

**Sandiganbayan**

QUEZON CITY

**APPROVED FOR POSTING**

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

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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:

**ACCOUNTING SECTION, BUDGET AND FINANCE DIVISION**

**One (1) Accountant II – Salary Grade 16**

This notice shall be posted in three conspicuous places in the Sandiganbayan for a period of ten (10) days from the date hereof.


The deadline of submission to the Personnel Section shall not be later than May 8, 2017.

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

**The applicants should disclose if they are related by consanguinity or affinity within the 3<sup>rd</sup> degree to any Sandiganbayan official or employee.**

**An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases.**

Quezon City, April 21, 2017.

  
**CHARMIE ANGELETTE V. ROMILLO**  
Chief Judicial Staff Officer  
Administrative Division

Republic of the Philippines  
**Sandiganbayan**  
Quezon City

## **VACANCY**

### **ACCOUNTING SECTION, BUDGET AND FINANCE DIVISION**

**Position Title:** Accountant II

**Department:** Accounting Section, Budget and Finance Division

**Salary Grade:** 16 (Php. 30,044.00)

**Item Nos.:** SBB-A2-1-1998

**No. of Vacancies:** 1

**Qualifications:**

<b>Education</b>	:	Bachelor's Degree in Commerce/Business Administration Major in Accounting
<b>Experience</b>	:	1 year of relevant experience
<b>Training</b>	:	4 hours of relevant training
<b>Eligibility</b>	:	R.A. No. 1080

Please address your application letter to the **Hon. AMPARO M. CABOTAJE-TANG, Presiding Justice** with the attached personal data sheet, transcript of records, 2x2 ID picture & photocopy of civil service eligibility and submit to the **PERSONNEL SECTION** not later than **May 8, 2017**.

## **ACCOUNTANT II**

SG-16 (Php. 30,044.00)

### **Duties and Responsibilities:**

- \* Under general supervision, prepares the Journal Entry Vouchers to be entered to General Journal;
- \* Performs the pre-audit of disbursement vouchers;
- \* Prepares Statement of Monthly Allocation and Utilization;
- \* Checks and reviews the posting made to the book, equipment and supplies to ledger card;
- \* Prepares the certifications of salary deductions covering life and retirement premiums, salary, policy, optional and real estate loans, including withholding taxes, Philhealth, Pag-ibig contributions, etc. to the GSIS, BIR and other agencies concerned;
- \* Checks and reviews the accuracy of computation of depreciation charged to property, plant and equipment;
- \* Supervises the annual inventory count of supplies, property and equipment; and performs other related tasks as may be assigned from time to time.

### **Qualification Standards:**

<b>Education</b>	:	Bachelor's Degree in Commerce/Business Administration Major in Accounting
<b>Experience</b>	:	1 year of relevant experience
<b>Training</b>	:	4 hours of relevant training
<b>Eligibility</b>	:	RA 1080