

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:

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIRST DIVISION**  
**One (1) Clerk II – Salary Grade 4**

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 July 5, 2016.

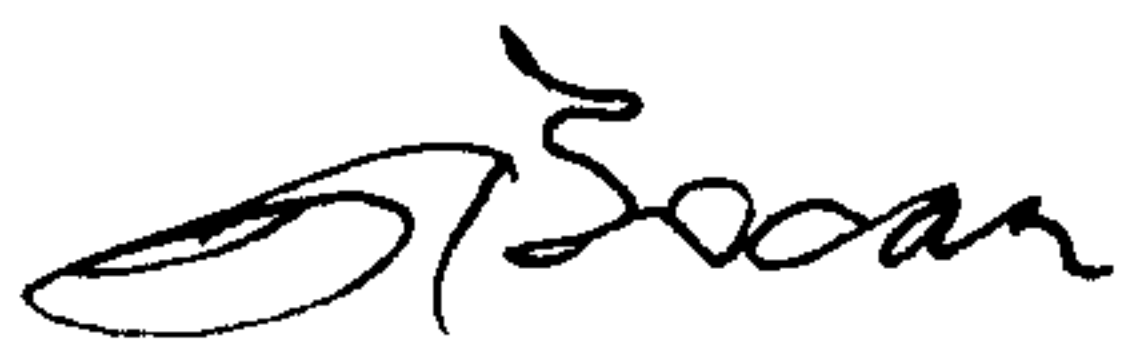
**Sandiganbayan is a gender-fair employer. Any qualified person may apply.**


**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, June 22, 2016.

APPROVED FOR POSTING

  
AP  
Administrative Clerk of Court III

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

Republic of the Philippines  
**Sandiganbayan**  
Quezon City

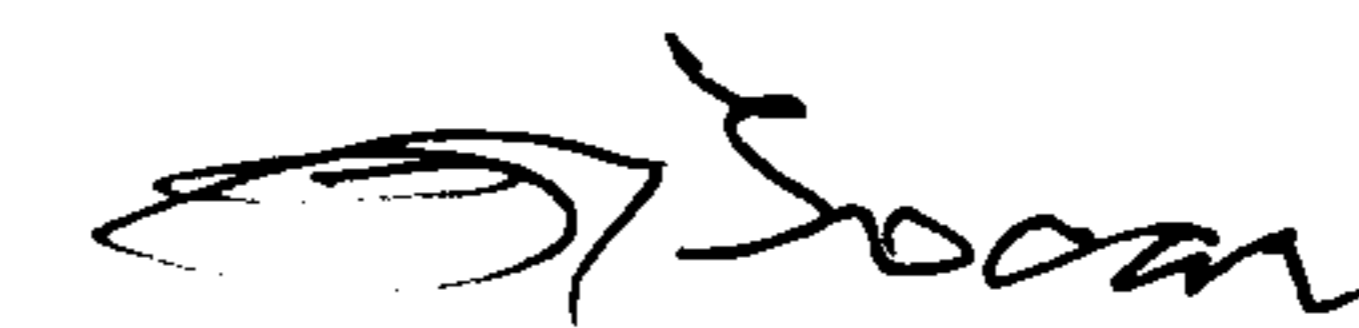
## VACANCY

### OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIRST DIVISION

**Position Title** : Clerk II  
**Salary Grade** : 4  
**Item No.** : SBB-CK2-4-1998  
**No. of Vacancies** : 1  
**Qualifications:**  
**Education** : Completion of two years studies in college  
**Experience** : None required  
**Training** : None required  
**Education** : CS Subprofessional

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 **July 5, 2016**.

APPROVED FOR POSTING



Hon. Amparo M. Cabotaje-Tang  
Presiding Justice  
Office of the Executive Clerk of Court III

**Clerk II – Salary Grade 4 (Php. 11,658.00)**

**Duties and Responsibilities:**

- \* Under general supervision, performs a variety of skilled clerical tasks;
- \* Prepares routine correspondence, transmittal letters and endorsements, and types the same for review and signature of his immediate head;
- \* Checks date of posting of pleadings to determine their timeliness; Checks each and every page of duplicate copies of pleading to determine sufficiency and compliance with rules;
- \* Examines copies of pleading filed, as well as the attached annexes as to eligibility and sufficiency;
- \* Arranges and classifies all pleading received and transmits the same to the processors for inclusion in the agenda;
- \* Prepares and types the assignment sheet for all cases needed in the preparation and release of court resolutions, notices and processes;
- \* Assists in the preparation and release of minute resolutions, orders, writs and other processes of the court;
- \* Addresses envelopes for the service of the court processes; Performs paralegal functions; and
- \* Does related tasks.

**Qualification Standards:**

**Education** : Completion of two years studies in college  
**Experience** : None required  
**Training** : None required  
**Education** : CS Subprofessional

APPROVED BY: [Signature]

[Signature]

Executive Clerk of Court