

REPUBLIC OF THE PHILIPPINES

Sandiganbayan

QUEZON CITY

Jocan
Secretary

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 IV
One (1) Executive Clerk of Court IV – Salary Grade 29

LEGAL RESEARCH AND TECHNICAL STAFF
One (1) Director III – Salary Grade 27

This notice shall be posted in three (3) 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 August 4, 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 3rd 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, July 21, 2016.

Charmie
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 IV

Position Title : Executive Clerk of Court IV*
Salary Grade : 29 (Php. 88,214.00)
Item No. : SBB-ECC4-1-1998
No. of Vacancies : 1
Qualifications
Education : Bachelor of Laws
Experience : Ten (10) years or more in the practice of law or has been a Clerk of Court or Deputy Clerk of Court of a Regional Trial Court or its equivalent for the same period of time
Training : Thirty-two (32) hours of relevant training in management and supervision
Eligibility : R.A. No. 1080 (BAR)

LEGAL RESEARCH AND TECHNICAL STAFF

Position Title : Director III*
Salary Grade : 27 (Php. 73,937.00)
Item No. : SBB-DIR3-1-1998
No. of Vacancies : 1
Qualifications
Education : Bachelor of Laws
Experience : 3 years of supervisory experience
Training : None required
Eligibility : R.A. No. 1080 (BAR)

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 **August 4, 2016**.

* NOTE: The qualifications stated above are based on En Banc Resolution dated May 28, 2002 of the Supreme Court of the Philippines in A.M no. 02-5-07-SC under *The 2002 Revised Manual for Clerks of Court*.

Executive Clerk of Court IV (SG-29)

Duties and Responsibilities:

Adjudicative Support Functions:

Issues certificate true machine copies of decision, resolutions and orders of the court including warrants of arrests and in the absence of one of the Executive Clerks of Court III, attends court hearing, prepares minutes of the proceedings, signs certificate of appearance to witnesses, signs subpoenas, notices of hearings and other Court processes.

Non-Adjudicative Functions:

Exercises general or administrative supervision over subordinate officials and employees of the Court, except those belonging to the staff of the individual Justices;
Takes charge of the administrative operations of the Court; issues and signs certificates of clearances to all requesting parties;
Signs payrolls, checks and requisition and issue vouchers;
Signs contracts involving the *Sandiganbayan* Court as authorized by the Presiding Justice;
Issues and signs office memoranda and office orders pertaining to Court officials and employees;
Provides information to the public and other government agencies; assists the Court in the latter's relationship with the public and private agencies including bar associations and appellate judicial administrative agencies;
Signs all requests for photocopying and prepares order of payments; coordinates with the Budget and Finance Division in the preparation of *Sandiganbayan* budget;
Prepares reports as may be required by the Presiding Justice;
Signs application for salary, policy and Pag-IBIG loans;
Signs clearances of employees for retirement purposes;
Sits as member of the Committee on Selection and promotions Board; and
Performs related work assigned by the Court through the Presiding Justice from time to time.

Qualification Standards:

Education	:	Bachelor of Laws
Experience	:	Ten (10) or more in the practice of law or has been a Clerk of Court or Deputy Clerk of Court of a Regional Trial Court or its equivalent for the same period of time
Training	:	32 hours of relevant training in management and supervision
Eligibility	:	RA 1080 (BAR)

Director III (SG-27)

Duties and Responsibilities:

Adjudicative Functions:

Provides the Court with a retrieval system of jurisprudential information, statute data, extra-legal research materials and case notes;
Plans, coordinates and reviews research studies.

Non-Adjudicative Functions:

- * Exercises supervision and control over all Attorneys and Court Legal Researchers in the Office of the Legal Research and Technical Staff;
- * Receives and compiles the original copies of all decisions and reasoned resolutions handed down by the Court in book bound form patterned after the Philippine reports of the Supreme Court and the Court of Appeals Reports;
- * Conducts formal investigation of administrative charges against Court employees when so directed;
- * Undertakes continuing studies on various legal matters;
- * Represents the Court in any litigation before any judicial, quasi-judicial or administrative body or tribunal; prepares and reviews contracts, deeds and other instruments where the interest of the Court is involved;
- * Prepares in consultation with the writer of the decision a syllabus of the ruling of the Court and prefixes the same to each case;
- * Proofreads and certifies copies of decisions and resolutions of the Court;
- * Performs other related tasks.

Qualification Standards:

Education	:	Bachelor of Laws
Experience	:	3 years of supervisory experience
Training	:	None required
Eligibility	:	RA 1080 (BAR)