


REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
QUEZON CITY

  
RETNA M. SISON  
Executive Clerk of Court

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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:

**One (1) Clerk III – SG 6 – OFFICE OF THE ASSOCIATE JUSTICE**

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 5, 2016.

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

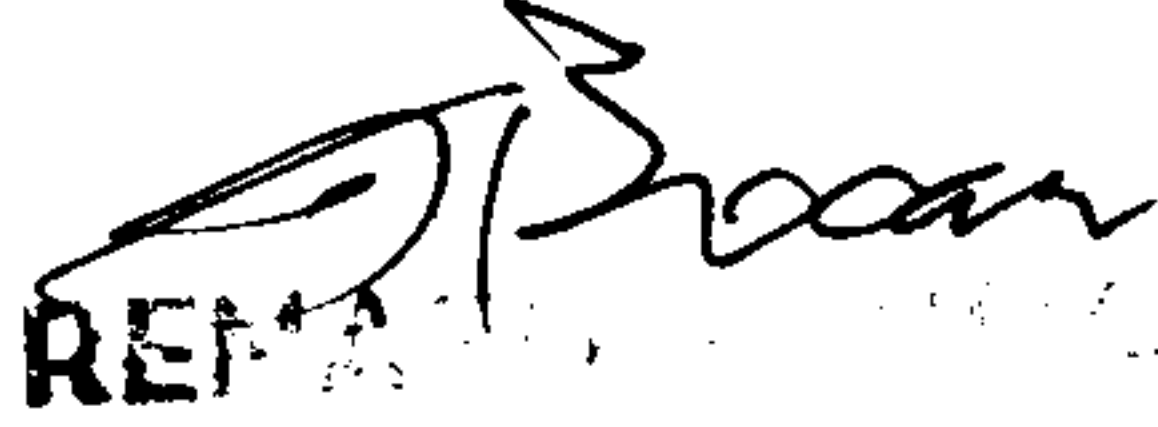
**The applicants should disclose if they are related by consanguinity or affinity within the 3<sup>rd</sup> degree to any Sandiganbayan official or employee.**

**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, April 22, 2016.

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

**APPROVED FOR POSTING**

  
**REMEDIOS M. ALCALA**  
**Executive Clerk of Court**

# VACANCY

## OFFICE OF THE ASSOCIATE JUSTICES

**Position Title:** Clerk III

**Salary Grade:** 6

**Item Nos.:** SBB-CK3-13-2015


**No. of Vacancies:** 1

**Qualifications:**

<b>Education</b>	:	Completion of two years studies in college
<b>Experience</b>	:	none required
<b>Training</b>	:	none required
<b>Eligibility</b>	:	CS Subprofessional or First Level Eligibility

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 5, 2016**.

APPROVED FOR POSTING

  
J. E. Moran  
Clerk of Court

**Clerk III (SG-6) – Permanent**

**Duties and Responsibilities:**

Under immediate supervision, renders clerical assistance in the Office of the Presiding Justice;  
Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Presiding Justice; files records of the same; and  
Performs other related clerical tasks.

**Qualification Standards:**

**Education** : Completion of two years studies in college  
**Experience** : none required  
**Training** : none required  
**Eligibility** : CS Subprofessional or First Level Eligibility