

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:

**OFFICE OF ASSOCIATE JUSTICE MICHAEL FREDERICK L. MUSNGI**  
**One (1) Clerk III – Salary Grade 06**

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 24, 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, May 11, 2017.

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

Republic of the Philippines  
**Sandiganbayan**  
Quezon City

## **VACANCY**

### **OFFICE OF ASSOCIATE JUSTICE MICHAEL FREDERICK L. MUSNGI**

**Position Title:** Clerk III

**Department:** Office of Associate Justice Michael Frederick L. Musngi

**Salary Grade:** 06 (Php. 13,851.00)

**Item Nos.:** SBB-CK3-14-2015

**No. of Vacancies:** 1

**Qualifications:**

<b>Education</b>	:	Completion of 2 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 24, 2017**.

**Clerk III - Permanent**

SG-6 – (Php. 13,851.00)

**Duties and Responsibilities:**

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

**Qualification Standards:**

<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