

REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
QUEZON CITY

APPRO  
IN  
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 THE EXECUTIVE CLERK OF COURT III, FIFTH DIVISION**  
**One (1) Executive Clerk of Court III – Salary Grade 28**

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 September 16, 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, September 2, 2016.

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

Republic of the Philippines  
**Sandiganbayan**  
Quezon City

## **VACANCY**

### **OFFICE OF THE DEPUTY CLERK OF COURT, FIFTH DIVISION**

**Position Title:** Executive Clerk of Court III\*

**Salary Grade:** 28 (Php. 80,760.00)

**Item No.:** SBB-ECC3-2-1998

**No. of Vacancies:** 1

**Qualifications:**

**Education :** Bachelor of Laws

**Experience :** Five (5) years or more in the practice of law or has been 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)

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 **September 16, 2016**.

\* NOTE: The qualifications stated above are based on the 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*.

## **OFFICE OF THE DEPUTY CLERK OF COURT**

### **Executive Clerk of Court III**

SG-28 (Php. 80,760.00)

#### **Duties and Responsibilities:**

##### **Adjudicative Support Functions:**

- \* Attends Court hearings daily and prepares minutes of the proceedings;
- \* Issues certificates of Appearance to witnesses who testifies in the court hearings;
- \* Prepares daily court calendars, prepares and signs notices to the parties in all cases pending before the Division;
- \* Prepares and signs Writ of executions;
- \* Takes charge of out-of-town hearings; and
- \* Issues certified true machine copies of Court decisions, resolutions, orders, as well as warrants of arrest and other Court processes.

##### **Non-Adjudicative Functions:**

- \* Acts as custodian of all exhibits offered by the party litigants; takes charge of all court records pending before this division;
- \* Signs letters requiring bondsmen to confirm surety bonds issued;
- \* Signs letters to the Bureau of Immigration and deportation (BID) giving particulars of the accused relative to the Hold-Departure Orders issued;
- \* Prepares monthly and annual reports on the status of cases pending before it for submission to the Supreme Court and the Sandiganbayan Statistics Section;
- \* Prepares monthly calendars for the Justices, Prosecutors and stenographers; keeps custody of records and conducts regular physical inventories of records;
- \* Checks insufficiencies/compliance with the rules and requirements laid down by the Supreme Court with respect to surety bonds;
- \* Communicates with the different Clerks of Court of the Regional Trial Courts in the provinces regarding deficiencies/ defects of property bonds approved by the Judges;
- \* Under general supervision, assists the Executive Clerk of Court IV in the performance of his duties and responsibilities; and
- \* Does related tasks as may from time to time be assigned by the Justice of the division.

#### **Qualification Standards:**

<b>Education</b>	:	Bachelor of Laws
<b>Experience</b>	:	4 years of relevant experience
<b>Training</b>	;	24 hours of relevant training
<b>Eligibility</b>	:	RA 1080