

REPUBLIC OF THE PHILIPPINES
Sandiganbayan
QUEZON CITY


Executive Clerk of Court

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) Clerk IV – Salary Grade 8
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 June 2, 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, May 20, 2016.


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, FIFTH DIVISION

Position Title : Clerk IV
Salary Grade : 8
Item No. : SBB-CK4-2-1998
No. of Vacancies : 1
Qualifications:
Education : Completion of two years studies in college
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : CS Subprofessional or
First Level Eligibility

Position Title : Clerk II
Salary Grade : 4
Item No. : SBB-CK2-11-1998
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 **June 2, 2016**.

Clerk IV (SG-8)

Duties and Responsibilities:

- * Under immediate supervision, supervise and participate in the work of a small group of clerks performing highly skilled and responsible clerical work, prepares more difficult and confidential correspondence and attend to important and urgent matter;
- * Prepares and submits monthly, semi-annually and annually reports of activities,
- * Original copies of decisions to the Legal Research and Technical Staff and appropriate resolutions to the Docket and Statistics Section. Over-all in-charge of the maintenance of records relative to the status of all cases in the Office of the Clerk of Court III; and
- * Performs other related tasks as may be assigned from time to time.

Qualification Standards:

| | | |
|--------------------|---|---|
| Education | : | Completion of two years studies in college |
| Experience | : | 1 year of relevant experience |
| Training | : | 4 hours of relevant training |
| Eligibility | : | CS Subprofessional or First Level Eligibility |

Clerk II (SG-4)

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 |