

Republic of the Philippines  
**SANDIGANBAYAN**  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION - NCR  
MANILA FIELD OFFICE  
RECEIVED  
APR 12 2022  
Electronic copy to be submitted to the CSC FO  
must be in MS Excel format  
BV: \_\_\_\_\_

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SANDIGANBAYAN in the CSC website:

EFREN N. DE LA CRUZ  
Acting Presiding Justice

04/12/22 8 P

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Executive Clerk of Court III	SBB-ECC3-1-1998	28	145,427.00	Bachelor of Laws	Thirty-two (32) hours of relevant training in management and supervision.	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.	RA No.1080 - BAR		Office of the Executive Clerk of Court III, First Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 22, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to send through online their application to:

**Hon. AMPARO M. CABOTAJE-TANG**

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City

[sbpersonnel.application@yahoo.com](mailto:sbpersonnel.application@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## Office of the Executive Clerk of Court III, First Division

Position: **Executive Clerk of Court III**

Salary Grade : **28**

Monthly Salary : **PHP 145,427.00**

### **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.

Education : Bachelor of Laws

Training : Thirty-two (32) hours of relevant training in management and supervision.

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.

Eligibility : RA No.1080 - BAR