

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

CIVIL SERVICE COMMISSION-NCR
MANILA FIELD OFFICE
RECEIVED
11-10-2023

BY:

AMPARO M. CABOTAJE-TANG
Presiding Justice

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	CLERK IV	SBB-CK4-1-1998	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional or First Level Eligibility		OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIRST DIVISION
2	CLERK III	SBB-CK3-18-2018	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility		OFFICE OF ASSOCIATE JUSTICE JULIET M. MANALO-SAN GASPAR

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 November 22, 2023.

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 (NOTARIZED);
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.

Note: Interested applicants shall be required to disclose their relatives in the Sandiganbayan.

QUALIFIED APPLICANTS are advised to send their application through the details and link below:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice
Sandiganbayan

<https://forms.gle/tzzsovngKEzgwbi78>

or Simply Scan QR Code



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIRST DIVISION

Position: **CLERK IV**
Salary Grade : **8** Monthly Salary : **PHP 19,744.00**

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
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Subprofessional or First Level Eligibility

OFFICE OF ASSOCIATE JUSTICE JULIET M. MANALO-SAN GASPAR

Position: **CLERK III**
Salary Grade : **6** Monthly Salary : **PHP 17,553.00**

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

Education : Completion of two years studies in college
Training : None Required
Experience : None Required
Eligibility : CS Subprofessional or First Level Eligibility

Sandiganbayan

QUEZON CITY

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:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIRST DIVISION	CLERK IV	8
OFFICE OF ASSOCIATE JUSTICE JULIET M. MANALO-SAN GASPAR	CLERK III	6

The deadline of submission to the Personnel Section shall not be later than November 22, 2023.

Sandiganbayan is a gender-fair and disability-inclusive employer. Any qualified person may apply.

Quezon City, November 7, 2023.



RITCHELLE M. DESINGAÑO-YRAÑELA

Chief Judicial Staff Officer

Administrative Division