

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION-NCR
Electronic copy to be submitted to the CSC FO must be in MS
MANILA FIELD OFFICE
Excel format

RECEIVED
2-6-23
BY: *[Signature]*

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:

[Signature]
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-CK4-10-2015	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, 6TH 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 February 15, 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.

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

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice

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

<https://forms.gle/tzsovgKEzgwbj78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

REPUBLIC OF THE PHILIPPINES

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, 6TH DIVISION	CLERK IV	8

The deadline of submission to the Personnel Section shall not be later than February 15, 2023.

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

Quezon City, January 31, 2023.


RITCHELLE M. DESINGAÑO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

OFFICE OF THE EXECUTIVE CLERK OF COURT III, 6TH 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