

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

File Copy

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:

MANILA OCT 17 '23 11:58AM

AMPARO M. CABOTAJE-TANG  
Presiding Justice

17 OCT 2023

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 III	SBB-CK3-10-2015	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 ZALDY V. TRESPES

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 October 31, 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](http://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 Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City

<https://forms.gle/tzzsovngKEzgwbj78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

REPUBLIC OF THE PHILIPPINES

**Sandiganbayan**

QUEZON CITY

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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:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
OFFICE OF ASSOCIATE JUSTICE ZALDY V. TRESPESES	Clerk III	6

The deadline of submission to the Personnel Section shall not be later than October 31, 2023.

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

Quezon City, October 16, 2023.

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

**OFFICE OF ASSOCIATE JUSTICE ZALDY V. TRESPESES**

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