

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

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:

**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 III (Contract of Service)	N/A	6	21,063.60	Completion of two years studies in college	None	None	None		Sheriff Section, Security and Sheriff Services Division
2	Clerk III (Contract of Service)	N/A	6	21,063.60	Completion of two years studies in college	None	None	None		Sheriff Section, Security and Sheriff Services Division
3	Clerk III (Contract of Service)	N/A	6	21,063.60	Completion of two years studies in college	None	None	None		Security Section, Security and Sheriff Services 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 28, 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.

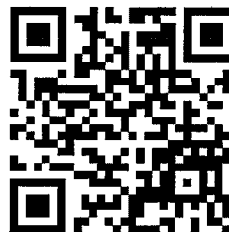
QUALIFIED APPLICANTS are advised to send their application through the details and link below:

**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.

# 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
Sheriff Section, Security and Sheriff Services Division	Two (2) Clerk III (Contract of Service)	21,063.60
Security Section, Security and Sheriff Services Division	One (1) Clerk III (Contract of Service)	21,063.60

The deadline of submission to the Personnel Section shall not be later than April 28, 2023.

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

Quezon City, April 13, 2023.

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

**Sheriff Section, Security and Sheriff Services Division**

Position: **Clerk III (Contract of Service)**  
Salary Grade : 6 Monthly Salary : PHP 21,063.60

**Duties and Responsibilities:**

- Assisting in receiving and segregation of court notices from 7 divisions;
- Assisting of returning services (court notices) from sheriffs and process servers to respective 7 divisions;
- Filing of all documents (court notices, registry bills, warrant of arrest etc.);
- Encoding of all incoming warrant of arrest from 7 divisions;
- Assisting in checking all records/documents to be forwarded to SC and other lower courts;
- Assisting in processing and preparation of all matters concerning media accreditation;
- Assisting for the preparation of vouchers/obligation for the monthly billing of Security Guard Agency;
- Assisting for the preparation of purchase requisition and quotation request;
- Assisting for the monitoring of monthly report of 14 motorcycles assigned in the sheriff's office.

**Qualification Standards**

Education : Completion of two years studies in college  
Training : None  
Experience : None  
Eligibility : None

**Security Section, Security and Sheriff Services Division**

Position: **Clerk III (Contract of Service)**  
Salary Grade : 6 Monthly Salary : PHP 21,063.60

**Duties and Responsibilities:**

- Typing of monthly schedule;
- Typing of incident/spot report and other relative reports;
- Daily inventory/monitoring of security equipment's;
- Assist in preparation of leave and monitoring of earned compensatory time off (CTO) for the signatory of the Chief, JSO and SJSO;
- Assist of monthly security supplies and in charge of distribution of individual supply;
- Filing of daily journals of security personnel;
- Assist in preparation of purchase request;
- Assist in filing of CCTV and handled radio and documents and vouchers;
- Assist in preparation of security daily time records;
- Assist in preparation of night differentials tabulation;
- Assist in preparation of IPCR and OPCR
- Assist in preparation of CCTV preventive quarterly maintenance;
- Assist in the preparation of itinerary travel going to SB Baguio City;
- Typing of daily monitoring of SB Employees;
- In charge for the reproduction of various documents for security.

**Qualification Standards**

Education : Completion of two years studies in college  
Training : None  
Experience : None  
Eligibility : None