

File

CS Form No. 9
Revised 2018

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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

RECEIVED
2-1-23

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
FEB 01 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	JUDICIAL STAFF OFFICER III	SBB-JSO3-10-1998	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility		OFFICE OF THE EXECUTIVE CLERK OF COURT IV
2	JUDICIAL STAFF OFFICER III	SBB-JSO3-13-1998	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility		OFFICE OF THE EXECUTIVE CLERK OF COURT IV

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 14, 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/tzsovgKEzgwbi78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 IV	JUDICIAL STAFF OFFICER III	18
OFFICE OF THE EXECUTIVE CLERK OF COURT IV	JUDICIAL STAFF OFFICER III	18

The deadline of submission to the Personnel Section shall not be later than February 14, 2023.

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

Quezon City, January 27, 2023.

RITCHELE M. DESINGAÑO-YRAÑELA

Chief Judicial Staff Officer
Administrative Division

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

Position: **JUDICIAL STAFF OFFICER III**
Salary Grade : **18** Monthly Salary : **PHP 46,725.00**

Duties and Responsibilities:

- Under general supervision, takes down stenographic notes of court proceeding and transcribes them in accordance with the Rules of The Court and pertinent issuance of the Supreme Court and the Sandiganbayan;
- Attends court sessions and pre-trial conferences of the Division where and when he/she is assigned and takes down in stenographic notes all the proceeding that transpire therein;
- Transcribes in final form immediately at the close of such session priority judicial directives ensuing from such proceedings, e.g., orders involving incidents during trials, and pre-trial orders;
- Delivers to the Clerk of Court immediately at the close of such sessions, all the notes he has taken, to be attached to the records of the case;
- Transcribes all the stenographic notes and attached the transcripts to the records of the case not later than twenty (20) days from the time the notes are taken;
- Accomplishes a verified monthly certification as to compliance therewith;
- Takes down in stenographic notes and transcribes in final form dictations of his Justice and/or the ponente relative to Resolutions and Decisions of cases adjudicated in the division where he/she is assigned.

Qualification Standards

Education : Bachelor's Degree relevant to the job
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility