

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

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CIVIL SERVICE COMMISSION
MANILA FIELD OFFICE
RECEIVED
9-16-2024
BY: *[Signature]*
AMPARO M. CABOTAJE-TANG
Presiding Justice
April 16, 2024 *[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:

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	
1	Court Attorney IV	SBB-CTAT4-18-1998	25	102,690.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 - (BAR)	LEGAL RESEARCH AND TECHNICAL STAFF
2	Court Attorney III	SBB-CTAT3-16-1998	24	90,078.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 - (BAR)	LEGAL RESEARCH AND TECHNICAL STAFF

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 May 5, 2024.

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 Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City

<https://forms.gle/tzsovnqKEzgwbi78>



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
LEGAL RESEARCH AND TECHNICAL STAFF	Court Attorney IV	25
LEGAL RESEARCH AND TECHNICAL STAFF	Court Attorney III	24

The deadline of submission to the Personnel Section shall not be later than May 5, 2024.

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

Quezon City, April 15, 2024.


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

LEGAL RESEARCH AND TECHNICAL STAFF

Position: **Court Attorney IV**
Salary Grade : 25 Monthly Salary : PHP 102,690.00

Duties and Responsibilities:

- Under general supervision, performs highly responsible legal work and extensive research studies on cases with no precedents in local or foreign jurisprudence;
- Examines, analyzes and studies facts involved in legal problems or queries submitted for advisory or interpretative opinions;
- Prepares legal studies/memorandum on more difficult legal matters propounded by the Justices and other officials of the Court;
- Renders opinions on matters referred to him by his immediate supervisor; discusses legal matters with subordinate attorneys;
- Instructs subordinate attorneys as to working procedures;
- Reviews finished work of subordinates for accuracy and consistency before submission;
- Plans distribution of work among subordinates; and
- Does related tasks.

Qualification Standards

Education : Bachelor of Laws
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : RA 1080 - (BAR)

LEGAL RESEARCH AND TECHNICAL STAFF

Position: **Court Attorney III**
Salary Grade : **24** Monthly Salary : **PHP 90,078.00**

Duties and Responsibilities:

- Under general supervision, reviews and evaluates the work of lower level attorneys;
- Makes studies and researches on questions that come up for resolution or decision;
- Prepares memoranda in connection with adjudicatory, administrative and bar matters;
- Investigates complaints against lawyers, judges and court personnel and makes recommendation thereon;
- Evaluates reports and recommendations on administrative cases; presides over hearings of administrative cases when required;
- Evaluates the performance of the Court with the view of improving their case output;
- Conducts study on the systems and procedures of the courts with respect to docketing, calendaring and disposal of cases;
- Develops court management tools for adoption by the Court; examines money claims to determine sufficiency and compliance with the rules and regulations;
- Determines legal heirs and distribution of retirement benefits and other gratuities; and
- Performs other related duties.

Qualification Standards

Education : Bachelor of Laws
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : RA 1080 - (BAR)