

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

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:

AMPARO M. CABOTAJE-TANG

Presiding Justice

January 10, 2024

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	EXECUTIVE CLERK OF COURT II	SBB-ECC2-2-2017	27	131,124.00	Bachelor of Laws	Twenty-four (24) hours of relevant training in management and supervision	Five (5) years or more in the practice of law or has been Clerk of Court or Deputy Clerk of Court for the same period of time	RA 1080 (BAR)		OFFICE OF THE EXECUTIVE CLERK OF COURT III, 2ND 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 January 28, 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](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/tzzsovngKEzgwbi78>

or Simply Scan QR Code



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

# Sandiganbayan

QUEZON CITY

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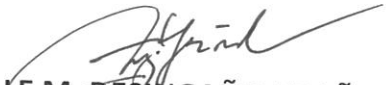
Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding Justice, to wit:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
OFFICE OF THE EXECUTIVE CLERK OF COURT III, 2ND DIVISION	EXECUTIVE CLERK OF COURT II	27

The deadline of submission to the Personnel Section shall not be later than January 28, 2024.

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

Quezon City, January 5, 2024.

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

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, 2ND DIVISION**

Position: **EXECUTIVE CLERK OF COURT II**  
Salary Grade : 27 Monthly Salary : PHP 131,124.00

**Duties and Responsibilities:**

- Under general supervision, assist the Executive Clerk of Court III in the performance of his/her duties and responsibilities;
- In the absence of the Executive Clerk of Court III, attends court hearings, prepares minutes of the proceedings, signs certificates of appearance to witnesses, signs subpoenas, notices of hearings, notices of resolutions and other Court processes.
- Does related tasks as may from time to time be assigned by the Justice/s or Executive Clerk of Court III of his/her division.

**Qualification Standards**

Education : Bachelor of Laws  
Training : Twenty-four (24) hours of relevant training in management and supervision  
Experience : Five (5) years or more in the practice of law or has been Clerk of Court or Deputy Clerk of Court for the same period of time  
Eligibility : RA 1080 (BAR)