

# 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 IV	CLERK IV	8

The deadline of submission to the Personnel Section shall not be later than October 7, 2022.

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

Quezon City, September 20, 2022.

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

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:

CIVIL SERVICE COMMISSION-NCR  
MANILA FIELD OFFICE  
**RECEIVED**  
SEP 23 2022

BY:

AMPARO M. CABOTAJE-TANG  
Presiding Justice

9/23/22

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 IV	SBB-CK4-24-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional or First 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 October 7, 2022.

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 through online their application to:

**Hon. AMPARO M. CABOTAJE-TANG**

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City  
[sbpersonnel.application@yahoo.com](mailto:sbpersonnel.application@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## OFFICE OF THE EXECUTIVE CLERK OF COURT IV

Position: **CLERK IV**  
Salary Grade : 8 Monthly Salary : PHP 18,998.00

### **Duties and Responsibilities:**

- Under general supervision, renders general clerical task in the Office of the Executive Clerk of Court IV;
- Prepares Sandiganbayan clearance to be checked by the Administrative Officer;
- Receives various documents from the different offices of the Sandiganbayan;
- Releases various documents and have them received by the different offices of this Court after they have been signed by the Executive Clerk of Court IV;
- Reproduces special paper for the SB clearances;
- Answer quarries through telephone calls;
- Does other related task as directed.

### **Qualification Standards**

Education : Completion of two years studies in college  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : CS Subprofessional or First Level Eligibility