

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
OFFICE OF THE EXECUTIVE CLERK OF COURT III, 1ST DIVISION	EXECUTIVE CLERK OF COURT II	27

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 22, 2022.


RITCHELLE M. DESINGANO-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	EXECUTIVE CLERK OF COURT II	SBB-ECC2-1-2017	27	128,696.00	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, 1ST 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 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 (**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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

OFFICE OF THE EXECUTIVE CLERK OF COURT III, 1ST DIVISION

Position: **EXECUTIVE CLERK OF COURT II**
Salary Grade : 27 Monthly Salary : PHP 128,696.00

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
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)