

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, Third Division	Clerk II	4

The deadline of submission to the Personnel Section shall not be later than July 29, 2022.

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

Quezon City, July 12, 2022.


SUSAN A. AGRON
Acting Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION - NCF
MANILA FIELD OFFICE

RECEIVED
JUL 13 2022

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:

By: AMPARO M. CABOTAJE-TANG
Presiding Justice
JUL 13 2022

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	Clerk II	SBB-CK2-12-1998	4	14,993.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility	Office of the Executive Clerk of Court III, Third 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 July 29, 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;
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, Third Division

Position: **Clerk II**

Salary Grade : 4

Monthly Salary : **PHP 14,993.00**

Duties and Responsibilities:

- Under general supervision, performs a variety of skilled clerical tasks;
- Prepares routine correspondence, transmittal letters and endorsements, and types the same for review and signature of his/her immediate head;
- Checks date of posting of pleadings to determine their timeliness; Checks each and every page of duplicate copies of pleading to determine sufficiency and compliance with rules;
- Examines copies of pleading filed, as well as the attached annexes as to eligibility and sufficiency;
- Arranges and classifies all pleading received and transmits the same to the processors for inclusion in the agenda;
- Prepares and types the assignment sheet for all cases needed in the preparation and release of court resolutions, notices and processes;
- Assists in the preparation and release of minute resolutions, orders, writs and other processes of the court;
- Addresses envelopes for the service of the court processes; and
- Does related tasks.

Qualification Standards

Education : Completion of two years studies in college

Training : None required

Experience : None required

Eligibility : CS Subprofessional or First Level Eligibility