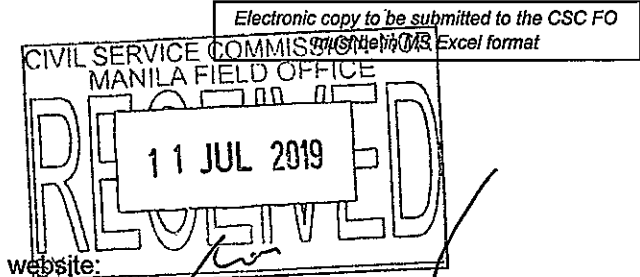


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Republic of the Philippines  
**SANDIGANBAYAN**  
Request for Publication of Vacant Positions



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

Date:

10-Jul-19

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 III	SBB-CK3-24-2018	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of the Presiding Justice
2	Clerk III	SBB-CK3-1-2018	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of the Associate Justice Michael Frederick L. Musngi
3	Clerk III	SBB-CK3-2-2018	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of the Associate Justice Lorifel Lacap Pahimna

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 26, 2019.

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);
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 hand in or send through courier their application to:

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

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue  
corner Batasan Road, Quezon City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**APPROVED FOR POSTING**

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

**OFFICE OF THE PRESIDING JUSTICE**

**Clerk III**

Php, 14,847.00 (SG-6)

**Duties and Responsibilities:**

Under immediate supervision, renders clerical assistance in the Office of the Presiding Justice;  
Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Presiding Justice; files records of the same;  
and  
Performs other related clerical tasks.

**Qualification Standards:**

**Education** : Completion of two years studies in college  
**Experience** : none required  
**Training** : none required  
**Eligibility** : CS Subprofessional or First Level Eligibility

**OFFICE OF THE ASSOCIATE JUSTICE**

**Clerk III**

Php, 14,847.00 (SG-6)

**Duties and Responsibilities:**

Under immediate supervision, renders clerical assistance in the Office of the Associate Justice;  
Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Associate Justice; and files records of the same; and  
Performs other related clerical tasks.

**Qualification Standards:**

**Education** : Completion of two years studies in college  
**Experience** : none required  
**Training** : none required  
**Education** : CS Subprofessional or First Level Eligibility