

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:


OFFICE OF ASSOCIATE JUSTICE RAFAEL R. LAGOS
One (1) Clerk III – Salary Grade 6

OFFICE OF ASSOCIATE JUSTICE MARIA THERESA V. MENDOZA-ARCEGA
One (1) Clerk III – Salary Grade 6

The deadline of submission to the Personnel Section shall not be later than August 23, 2019.

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

Quezon City, August 5, 2019.


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

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:

CIVIL SERVICE COMMISSION-NCR
MANILA FIELD OFFICE
07 AUG 2019
AMPARO M. CABOTAJE-TANG
Presiding Justice
Date: 5-Aug-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-CK3-3-2018	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of Associate Justice Rafael R. Lagos
2	Clerk III	SBB-CK3-4-2018	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of Associate Justice Maria Theresa V. Mendoza- Arcega

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 August 23, 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;
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 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