

OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIFTH DIVISION

Clerk IV

Php, 16,758.00 (SG-8)

Duties and Responsibilities:

- * Under immediate supervision, supervise and participate in the work of a small group of clerks performing highly skilled and responsible clerical work, prepares more difficult and confidential correspondence and attend to important and urgent matter;
- * Prepares and submits monthly, semi-annually and annually reports of activities,
- * Original copies of decisions to the Legal Research and Technical Staff and appropriate resolutions to the Docket and Statistics Section. Over-all in-charge of the maintenance of records relative to the status of all cases in the Office of the Clerk of Court III; and
- * Performs other related tasks as may be assigned from time to time.

Qualification Standards:

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

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

Clerk IV

Php, 16,758.00 (SG-8)

Duties and Responsibilities:

Qualification Standards:

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

Clerk III

Php, 14,847.00 (SG-6)

Duties and Responsibilities:

- * Under immediate supervision, renders clerical assistance in the Office of the Clerk of Court;
- * Types routine correspondence, memoranda for review of her immediate supervisor; and
- * Does other related tasks as may be assigned from time to time.

Qualification Standards:

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

ADMINISTRATIVE DIVISION, PERSONNEL SECTION

Clerk IV

Php, 16,758.00 (SG-8)

Duties and Responsibilities:

Qualification Standards:

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

ADMINISTRATIVE DIVISION, SUPPLY SECTION

Clerk III

Php, 14,847.00 (SG-6)

Duties and Responsibilities:

- * Under general supervision, renders clerical assistance to his superiors in the Supply Section;
- * Prepares routine office correspondence;
- * Types vouchers and reports of the Supply Section;
- * Processes purchase requests, canvass, awards, purchase orders, inspection and acceptance reports, disbursement vouchers and waste material reports;
- * Conducts actual inventory report and submit budget proposal;
- * Does other related tasks as may be assigned from time to time.

Qualification Standards:

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

ADMINISTRATIVE DIVISION, ENGINEERING SECTION

Clerk III

Php, 14,847.00 (SG-6)

Duties and Responsibilities:

Qualification Standards:

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

ADMINISTRATIVE DIVISION, SUPPLY SECTION

Clerk III

Php, 14,847.00 (SG-6)

Duties and Responsibilities:

- * Under general supervision, renders clerical assistance to his superiors in the Supply Section;
- * Prepares routine office correspondence;
- * Types vouchers and reports of the Supply Section;
- * Processes purchase requests, canvass, awards, purchase orders, inspection and acceptance reports, disbursement vouchers and waste material reports;
- * Conducts actual inventory report and submit budget proposal;
- * Does other related tasks as may be assigned from time to time.

Qualification Standards:

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

OFFICE OF THE ASSOCIATE JUSTICE MA. THERESA DOLORES C. GOMEZ-ESTOESTA

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

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
CIVIL SERVICE COMMISSION
MANILA FIELD OFFICE
RECEIVED
31 MAY 2019
BY: *[Signature]*

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.

[Signature]
AMPARO M. CABOTAJE-TANG

Presiding Justice

Date: *mg*

30-May-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 IV	SBB-CK4-2-1998	8	16,758.00	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 III, Fifth Division
2	Clerk IV	SBB-CK4-24-2018	8	16,758.00	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
3	Clerk IV	SBB-CK4-23-2018	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional or First Level Eligibility		Administrative Division, Personnel Section
4	Clerk III	SBB-CK3-23-2018	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of the Executive Clerk of Court IV
5	Clerk III	SBB-CK3-21-2018	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Administrative Division, Engineering Section
6	Clerk III	SBB-CK3-22-2018	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Administrative Division, Supply Section

APPROVED FOR POSTING

[Signature]
MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

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7	Clerk III	SBB-CK3-30-1998	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 Ma. Theresa Dolores C. Gomez-Estoesta
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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 June 19, 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.