

**Sandiganbayan**

QUEZON CITY

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

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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 Associate Justice Maria Theresa V. Mendoza-Arcega	Clerk III	6
Administrative Division, Supply Section	Clerk III	6
Administrative Division, Supply Section	Clerk III	6
Office of the Associate Justice	Court Stenographer IV	14
Legal Research and Technical Staff	Court Attorney III	24

The deadline of submission to the Personnel Section shall not be later than January 24, 2020.

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

Quezon City, January 6, 2020

  
**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:

*profall*  
**AMPARO M. CABOTAJE-TANG**  
Presiding Justice

Date: 6-Jan-20

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-CK3-4-2018	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
2	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
3	Clerk III	SBB-CK3-18-1998	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
4	Court Stenographer IV	SBB-CSTG4-32-1998	14	27,755.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	CS Subprofessional or First Level Eligibility		Office of the Associate Justice
5	Court Attorney III	SBB-CTAT3-17-1998	24	83,406.00	Bachelor of Laws	4 hours of relevant training	1 years of relevant experience	RA 1080 - BAR		Legal Research and Technical Staff

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 January 24, 2020.

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.

**Office of Associate Justice Maria Theresa V. Mendoza-Arcega**

Position: **Clerk III**  
Salary Grade : 6 Monthly Salary : PHP 14,847.00

**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.

**Administrative Division, Supply Section**

Position: **Clerk III**  
Salary Grade : 6 Monthly Salary : PHP 14,847.00

**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.

**Office of the Associate Justice**

Position: **Court Stenographer IV**  
Salary Grade : 14 Monthly Salary : PHP 27,755.00

**Duties and Responsibilities:**

- Under general supervision, records court proceedings and transcribes notes as directed by the Rules of Court; take down and transcribes in final form dictations of the Justices;
- Attends court sessions and pre-trial conferences of the Division where he/she is assigned and takes down in stenographic notes all the proceeding that transpire therein; and
- Does other related work as directed by superiors.

## Legal Research and Technical Staff

Position: **Court Attorney III**

Salary Grade : **24**

Monthly Salary : **PHP 83,406.00**

### **Duties and Responsibilities:**

Under general supervision, reviews and evaluates the work of lower level attorneys;

Makes studies and researches on questions that come up for resolution or decision;

Prepares memoranda in connection with adjudicatory, administrative and bar matters;

Investigates complaints against lawyers, judges and court personnel and makes recommendation thereon;

Evaluates reports and recommendations on administrative cases; presides over hearings of administrative cases when required;

Evaluates the performance of the Court with the view of improving their case output;

Conducts study on the systems and procedures of the courts with respect to docketing, calendaring and disposal of cases;

Develops court management tools for adoption by the Court; examines money claims to determine sufficiency and compliance with the rules and regulations;

Determines legal heirs and distribution of retirement benefits and other gratuities; and

Performs other related duties.