

REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
QUEZON CITY

**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:

**LEGAL RESEARCH AND TECHNICAL STAFF**

- One (1) Court Attorney IV (SG-25)
- One (1) Librarian III (SG-18)

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, THIRD DIVISION**

- One (1) Interpreter III (SG – 12)

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIFTH DIVISION**

- One (1) Bailiff III (SG-10)

**OFFICE OF ASSOCIATE JUSTICE MICHAEL FREDERICK L. MUSNGI**

- One (1) Clerk III (SG-6)

**ADMINISTRATIVE DIVISION**


- One (1) Plumber II (SG – 05)

This notice shall be posted in three conspicuous places in the Sandiganbayan for a period of at least ten (10) days from the date hereof.

The deadline of submission to the Personnel Section shall not be later than January 25, 2019.

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

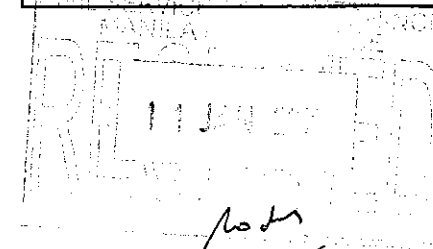
Quezon City, January 10, 2019.

  
**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:



**AMPARO M. CABOTAJE-TANG**

Presiding Justice

Date:

10-Jan-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	Court Attorney IV	SBB-CTAT4-19-1998	25	95,083.00	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	R.A. No. 1080		Legal Research and Technical Staff
2	Librarian III	SBB-LIB3-1-1998	18	40,637.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science;	2 years of relevant experience	8 hours of relevant training	R.A. No. 1080		Legal Research and Technical Staff
3	Interpreter III	SBB-INTER3-1-1998	12	22,938.00	Bachelor's Degree	none required	none required	CS Professional or Second Level Eligibility		Office of the Executive Clerk of Court III, 3rd Division
4	Bailiff III	SBB-BALF3-4-1998	10	19,233.00	High School Graduate	2 years of relevant experience	8 hours of relevant training	(MC 11, s. 96- Cat. III) - none required		Office of the Executive Clerk of Court III, Fifth Division
5	Clerk III	SBB-CK3-14-2015	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 Michael Frederick L. Musngi

3	Plumber II	SBB-PLUM2-16-1998	5	14,007.00	Elementary School Graduate; Pipefitter or plumber	none required	none required	CSC MC 11, s. 1996, as amended (Cat. II)	Administrative Division
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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 January 25, 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**

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## **LEGAL RESEARCH AND TECHNICAL STAFF**

### **Court Attorney IV (SG-25)**

#### **Duties and Responsibilities:**

- \* Under general supervision, performs highly responsible legal work and extensive research studies on cases with no precedents in local or foreign jurisprudence;
- \* Examines, analyzes and studies facts involved in legal problems or queries submitted for advisory or interpretative opinions;
- \* Prepares legal studies/memorandum on more difficult legal matters propounded by the Justices and other officials of the Court;
- \* Renders opinions on matters referred to him by his immediate supervisor; discusses legal matters with subordinate attorneys;
- \* Instructs subordinate attorneys as to working procedures;
- \* Reviews finished work of subordinates for accuracy and consistency before submission;
- \* Plans distribution of work among subordinates; and
- \* Does related tasks.

#### **Qualification Standards:**

<b>Education</b>	:	Bachelor of Laws
<b>Experience</b>	:	2 years of relevant experience
<b>Training</b>	:	8 hours of relevant training
<b>Eligibility</b>	:	R.A. No. 1080

### **Librarian III (SG-18)**

#### **Duties and Responsibilities:**

- \* Under general supervision, performs all library works and participates in the acquisition classification, exchange or circulation of books, periodicals, documents and other reading and reference materials;
- \* Catalogs and classifies books and indices them according to generally accepted systems; prepares bibliographies;
- \* Furnishes titles of reading and reference materials which might be of interest to court personnel; prepares reports and memoranda; and
- \* Does related work.

#### **Qualification Standards:**

<b>Education</b>	:	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science;
<b>Experience</b>	:	2 years of relevant experience
<b>Training</b>	:	8 hours of relevant training
<b>Eligibility</b>	:	R.A. No. 1080

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, THIRD DIVISION**

**Interpreter III (SG-12)**

**Duties and Responsibilities:**

- \* Under general supervision, prepares the court calendar of the division;
- \* Acts as translator of the court; attends all court hearing administers oath to witnesses;
- \* Official custodian of exhibits submitted to the Court; prepares for the signature of the Executive Clerk of Court III, all minutes of the session;
- \* In the absence of the Executive Clerk of Court, peruses/examines in-coming pleadings for the proper disposition; and
- \* Performs other related duties as may be assigned by the Justices and/or the Executive Clerk of Court.

**Qualification Standards:**

<b>Education</b>	:	Bachelor's Degree;
<b>Experience</b>	:	none required
<b>Training</b>	:	none required
<b>Eligibility</b>	;	CS Professional or Second Level Eligibility

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIFTH DIVISION**

**Bailiff III (SG-10)**

**Duties and Responsibilities:**

- \* Under general supervision, attends all court hearings and keeps the peace in the court room;
- \* Assists the interpreter in some of the latter's tasks;
- \* Maintains order in and around the court's premises when the court is in session;
- \* Receives and transmits and/or implements instructions from his superior; and
- \* Does related work.

**Qualification Standards:**

<b>Education</b>	:	High School Graduate
<b>Experience</b>	:	2 years of relevant experience
<b>Training</b>	:	8 hours of relevant training
<b>Eligibility</b>	:	(MC 11, s. 96-Cat. III) None Required

## **OFFICE OF ASSOCIATE JUSTICE MICHAEL FREDERICK L. MUSNGI**

### **Clerk III (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:**

<b>Education</b>	:	Completion of two years studies in college
<b>Experience</b>	:	none required
<b>Training</b>	:	none required
<b>Education</b>	:	CS Subprofessional or First Level Eligibility

## **ADMINISTRATIVE DIVISION**

### **Plumber II (SG-5)**

#### **Duties and Responsibilities:**

- \* Maintains the plumbing system of the Court;
- \* Assists the other maintenance men in their respective chores when necessary.
- \* Acts as liaison officer between the office and the MWSS.
- \* Does other related works assigned by his immediate superior.

#### **Qualification Standards:**

<b>Education</b>	:	Elementary School Graduate; Pipefitter or plumber
<b>Experience</b>	:	none required
<b>Training</b>	:	none required
<b>Eligibility</b>	:	CSC MC 11, s. 1996, as amended (Cat. II)