

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
MANILA
Electronic copy to be submitted to the CSC FO must be in MS Excel format
RECEIVED
28 AUG 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: 27-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	Judicial Staff Officer VI	SBB-JSO6-1-1998	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) or Second Level Eligibility		Office of the Executive Clerk of Court IV

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 September 11, 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.

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

Judicial Staff Officer VI

Php. 65,319.00 (SG-22)

Duties and Responsibilities:

- Under general supervision, plans, directs and coordinates work programs involving the participation of a group of court stenographers in trial assistance functions;
- Takes down stenographic notes of court proceedings and transcribes them in accordance with the Rules of Court and pertinent issuances of the Supreme Court and the Sandiganbayan;
- Prepares monthly schedule of court stenographers assisting in the five divisions of the Court;
- Monitors their compliance with the Supreme Court and Sandiganbayan issuances on their official conduct;
- Keeps custody of all transcripts of stenographic notes of cases pending trial; furnishes the Supreme Court and the office of the Solicitor General copies of transcripts of notes of cases on appeal;
- Attends court sessions and pre-trial conferences of the division where and when he is assigned and takes down in stenographic notes all the proceedings that transpire therein;
- Transcribes in final form immediately at the close of such session priority judicial directives ensuing from such proceedings;
- Delivers to the Clerk of Court immediately after each session all the notes he has taken to be attached to the record of the case;
- Transcribes all the stenographic notes and attaches the transcripts to the records of the case not later than 20 days from the time the notes are taken;
- Accomplishes a verified monthly certification as to compliance therewith; and
- Takes down in stenographic notes and transcribes in final form dictations of the Justice and/or ponente relative to the Decisions and resolutions of cases as adjudicated in the Division where he is assigned.

Qualification Standards:

- | | | |
|--------------------|---|---|
| Education | ; | Bachelor's degree relevant to the job |
| Experience | : | 3 years of relevant experience |
| Training | ; | 16 hours of relevant training |
| Eligibility | : | Career Service (Professional) or Second Level Eligibility |