

ADP/HR/... #64

REPUBLIC OF THE PHILIPPINES
Sandiganbayan
QUEZON CITY

ESTELA TERESITA C. ROSETE
Executive Clerk of Court III
First Division

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:

PERSONNEL SECTION, ADMINISTRATIVE DIVISION
One (1) Clerk III – Salary Grade 06

This notice shall be posted in three (3) conspicuous places in the Sandiganbayan for a period of ten (10) days from the date hereof.


The deadline of submission to the Personnel Section shall not be later than October 24, 2016.

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

The applicants should disclose if they are related by consanguinity or affinity within the 3rd degree to any Sandiganbayan official or employee.

An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases.

Quezon City, October 11, 2016.


CHARMIE ANGELETTE V. ROMILLO
Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines

Sandiganbayan

Quezon City

VACANCY

PERSONNEL SECTION, ADMINISTRATIVE DIVISION

Position Title: Clerk III

Salary Grade: 6 (Php. 13,378.00)

Item No.: SBB-CK3-16-1998

No. of Vacancies: 1

Qualifications:

Education : Completion of two years studies in college

Experience : none required

Training : none required

Eligibility : CS Subprofessional or First Level Eligibility

Please address your application letter to the **Hon. AMPARO M. CABOTAJE-TANG, Presiding Justice** with the attached personal data sheet, transcript of records, 2x2 ID picture & photocopy of civil service eligibility and submit to the **PERSONNEL SECTION** not later than **October 24, 2016**.

Clerk III
SG-6 (Php. 13,378.00)

Duties and Responsibilities:

- * Under general supervision, renders general clerical in the Personnel Section; records computations of leave credits of officials and employees;
- * Makes a summary of personnel's attendance, absences, tardiness and undertimes;
- * Prepares routinary correspondence, certifications, endorsements, memoranda and types the same for review of her immediate supervisor; and
- * Does other related tasks as directed.

Qualification Standards:

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