

REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
QUEZON CITY

**APPROVED FOR POSTING**

**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:

**JUDICIAL RECORDS DIVISION**  
**Two (2) Records Officer II – Salary Grade 14**  
**One (1) Clerk IV – Salary Grade 8**

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 February 13, 2017.

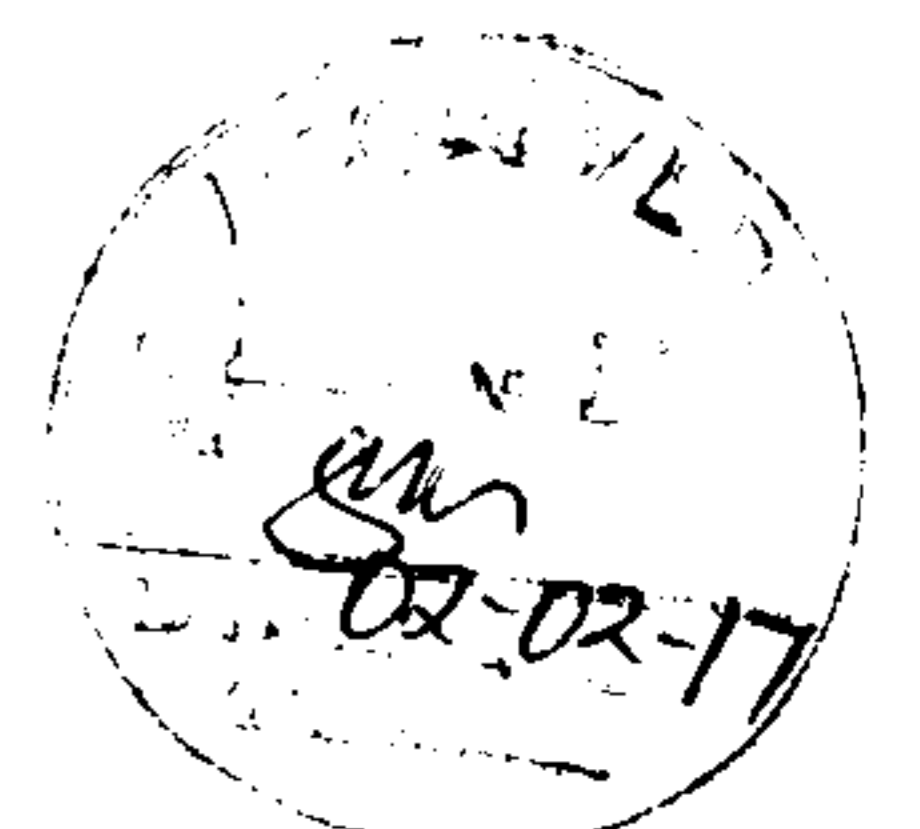
**Sandiganbayan is a gender-fair employer. Any qualified person may apply.**

**The applicants should disclose if they are related by consanguinity or affinity within the 3<sup>rd</sup> 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, January 31, 2017.

  
**CHARMIE ANGELETTE V. ROMILLO**  
Chief Judicial Staff Officer  
Administrative Division



Republic of the Philippines  
**Sandiganbayan**  
Quezon City

## **VACANCY**

### **JUDICIAL RECORDS DIVISION**

**Position Title:** Records Officer II  
**Salary Grade:** SG-14 (Php. 25,290.00)  
**Item No.:** SBB-RO2-3-1998 and SBB-RO2-4-1998  
**No. of Vacancies:** 2  
**Qualifications:**  
    **Education :** Bachelor's Degree  
    **Experience :** 1 year of relevant experience  
    **Training :** 4 hours of relevant training  
    **Eligibility :** CS Professional

**Position Title:** Clerk IV  
**Salary Grade:** SG-8 (Php. 15,818.00)  
**Item No.:** SBB-CK4-7-1998  
**No. of Vacancies:** 1  
**Qualifications:**  
    **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

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 **February 13, 2017**.

## **Records Officer II**

SG-14 (Php. 25,290.00)

### **Duties and Responsibilities:**

- \* Under general supervision, assists his superior in coordinating activities in the Docket section;
- \* Receives motions and pleadings filed by the accused and its counsel;
- \* Assists her immediate superior in setting-up, maintaining, updating and improving information system on all cases filed, tried and decided by the Sandiganbayan;
- \* Causes the preparation of reports and correspondence required in the docket section;
- \* Answers queries regarding status of cases filed with the Court and other regular courts;
- \* Checks and reviews page sequencing, stamps page number thereon; handles records for safekeeping;
- \* Receives all cases from the Special Prosecutor filed in the court; causes the preparation of Appealed records and Special Civil Actions coming from the lower courts;
- \* Distributes all documents received personally and by mail and sent it to the respective divisions;
- \* Records court resolutions, decisions and orders in the index cards;
- \* Prepares necessary documents for the cases remanded to the Supreme Court and lower courts; and performs other related duties as may be assigned from time to time.

## **Records Officer II**

SG-14 (Php. 25,290.00)

### **Duties and Responsibilities:**

- \* Under general supervision, assists her superior in coordinating the activities of the Judgment and Records Section;
- \* Implements and carries out the instructions and orders of the section chief;
- \* Maintains logbook of Court Decisions, resolutions and orders;
- \* Prepares regular report on status of cases filed, disposed and pending;
- \* Causes preparation of communications and reports required by the chief of section; and performs other related tasks as may be assigned from time to time.

**Clerk IV**

SG-8 (Php. 15,818.00)

**Duties and Responsibilities:**

- \* Under immediate supervision, provides secretarial and routine administrative functions such as filing, preparing and handling correspondence and minutes of the meetings;
- \* Keeps in custody of confidential files;
- \* Responds to general queries and answers phone calls; and performs such other related duties as may assigned from time to time.