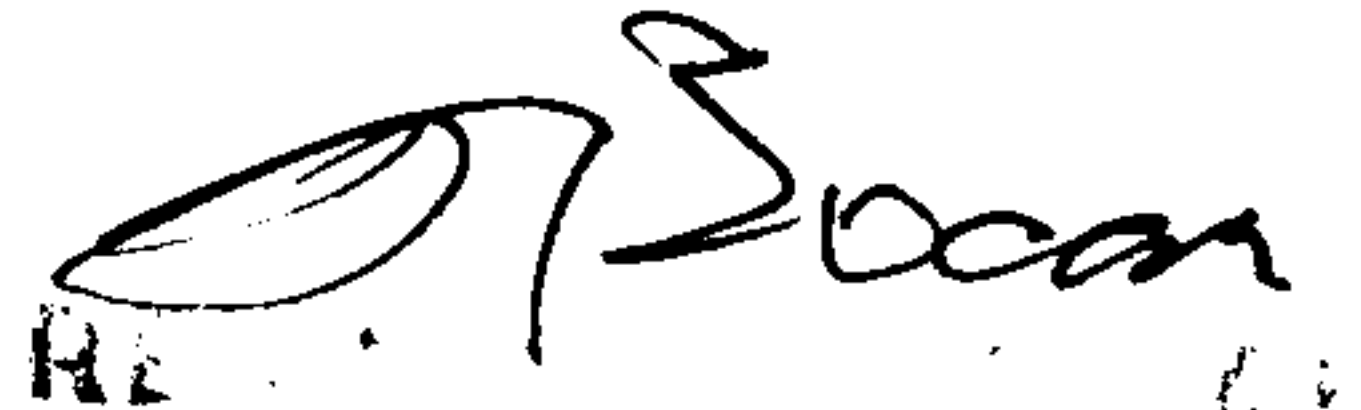


REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
QUEZON CITY

PROVED  
  
Executive Clerk of Court IV

\*\*\*\*\*

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:

**OFFICE OF THE EXECUTIVE CLERK OF COURT IV**  
One (1) Executive Clerk of Court IV – Salary Grade 29  
One (1) Administrative Officer III – Salary Grade 18

**LEGAL RESEARCH AND TECHNICAL STAFF**  
One (1) Director III – Salary Grade 27

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, THIRD DIVISION**  
One (1) Clerk III – Salary Grade 6  
One (1) Clerk II – Salary Grade 4

This notice shall be posted in three 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 July 19, 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 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, July 5, 2016.

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

Republic of the Philippines  
**Sandiganbayan**  
Quezon City

## **VACANCY**

### **OFFICE OF THE EXECUTIVE CLERK OF COURT IV**

**Position Title** : Executive Clerk of Court IV\*  
**Salary Grade** : 29 (Php. 88,214.00)  
**Item No.** : SBB-ECC4-1-1998  
**No. of Vacancies** : 1  
**Qualifications**  
**Education** : Bachelor of Laws  
**Experience** : Ten (10) years or more in the practice of law or has been a Clerk of Court or Deputy Clerk of Court of a Regional Trial Court or its equivalent for the same period of time  
**Training** : Thirty-two (32) hours of relevant training in management and supervision  
**Eligibility** : R.A. 1080 (BAR)

### **LEGAL RESEARCH AND TECHNICAL STAFF**

**Position Title** : Director III\*  
**Salary Grade** : 27 (Php. 73,937.00)  
**Item No.** : SBB-DIR3-1-1998  
**No. of Vacancies** : 1  
**Qualifications**  
**Education** : Bachelor of Laws  
**Experience** : 3 years of supervisory experience  
**Training** : None required  
**Eligibility** : R.A. 1080 (BAR)

\* NOTE: Qualifications based on En Banc Resolution of the Supreme Court of the Philippines dated May 28, 2002 in A.M no. 02-5-07-SC under *The 2002 Revised Manual for Clerks of Court.*

## OFFICE OF THE EXECUTIVE CLERK OF COURT IV

**Position Title** : Administrative Officer III  
**Salary Grade** : 18 (Php. 33,452.00)  
**Item No.** : SBB-ADO3-1-1998  
**No. of Vacancies** : 1  
**Qualifications**  
    **Education** : Bachelor's degree  
    **Experience** : 2 years of relevant experience  
    **Training** : 8 hours of relevant training  
    **Eligibility** : Career Service (Professional) or  
                    Second Level Eligibility

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

**Position Title** : Clerk III  
**Salary Grade** : 6 (Php. 13,378.00)  
**Item No.** : SBB-CK3-9-1998  
**No. of Vacancies** : 1  
**Qualifications**  
    **Education** : Completion of two years studies in college  
    **Experience** : None required  
    **Training** : None required  
    **Education** : CS Subprofessional or  
                    First Level Eligibility

**Position Title** : Clerk II  
**Salary Grade** : 4 (Php. 11,658.00)  
**Item No.** : SBB-CK2-8-1998  
**No. of Vacancies** : 1  
**Qualifications**  
    **Education** : Completion of two years studies in college  
    **Experience** : None required  
    **Training** : None required  
    **Education** : 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 **July 19, 2016**.

## **Executive Clerk of Court IV (SG-29)**

### **Duties and Responsibilities:**

#### **Adjudicative Support Functions:**

Issues certificate true machine copies of decision, resolutions and orders of the court including warrants of arrests and in the absence of one of the Executive Clerks of Court III, attends court hearing, prepares minutes of the proceedings, signs certificate of appearance to witnesses, signs subpoenas, notices of hearings and other Court processes.

#### **Non-Adjudicative Functions:**

Exercises general or administrative supervision over subordinate officials and employees of the Court, except those belonging to the staff of the individual Justices;

Takes charge of the administrative operations of the Court; issues and signs certificates of clearances to all requesting parties;

Signs payrolls, checks and requisition and issue vouchers;

Signs contracts involving the *Sandiganbayan* Court as authorized by the Presiding Justice;

Issues and signs office memoranda and office orders pertaining to Court officials and employees;

Provides information to the public and other government agencies; assists the Court in the latter's relationship with the public and private agencies including bar associations and appellate judicial administrative agencies;

Signs all requests for photocopying and prepares order of payments; coordinates with the Budget and Finance Division in the preparation of *Sandiganbayan* budget;

Prepares reports as may be required by the Presiding Justice;

Signs application for salary, policy and Pag-IBIG loans;

Signs clearances of employees for retirement purposes;

Sits as member of the Committee on Selection and promotions Board; and

Performs related work assigned by the Court through the Presiding Justice from time to time.

### **Qualification Standards:**

<b>Education</b>	:	Bachelor of Laws
<b>Experience</b>	:	Ten (10) years or more in the practice of law or has been a Clerk of Court or Deputy Clerk of Court of a Regional Trial Court or its equivalent for the same period of time
<b>Training</b>	:	32 hours of relevant training in management and supervision
<b>Eligibility</b>	:	RA 1080 (BAR)

## **Director III (SG-27)**

### **Duties and Responsibilities:**

#### **Adjudicative Functions:**

Provides the Court with a retrieval system of jurisprudential information, statute data, extra-legal research materials and case notes;  
Plans, coordinates and reviews research studies.

#### **Non-Adjudicative Functions:**

- \* Exercises supervision and control over all Attorneys and Court Legal Researchers in the Office of the Legal Research and Technical Staff;
- \* Receives and compiles the original copies of all decisions and reasoned resolutions handed down by the Court in book bound form patterned after the Philippine reports of the Supreme Court and the Court of Appeals Reports;
- \* Conducts formal investigation of administrative charges against Court employees when so directed;
- \* Undertakes continuing studies on various legal matters;
- \* Represents the Court in any litigation before any judicial, quasi-judicial or administrative body or tribunal; prepares and reviews contracts, deeds and other instruments where the interest of the Court is involved;
- \* Prepares in consultation with the writer of the decision a syllabus of the ruling of the Court and prefixes the same to each case;
- \* Proofreads and certifies copies of decisions and resolutions of the Court;
- \* Performs other related tasks.

### **Qualification Standards:**

<b>Education</b>	:	Bachelor of Laws
<b>Experience</b>	:	3 years of supervisory experience
<b>Training</b>	:	None required
<b>Eligibility</b>	:	RA 1080 (BAR)

**Administrative Officer III (18)**

**Duties and Responsibilities:**

- \* Under general supervision, assists the Executive Assistant III in his/her administrative functions;
- \* Studies and makes suggestions to improve work methods, procedures for a more effective operation in the Office of the Clerk of Court;
- \* Takes action on delegated routine matters; provides resource assistance on matters of policy, rules, orders and regulations; and
- \* Does other work as may be assigned from time to time.

**Qualification Standards:**

**Education** : Bachelor's degree  
**Experience** : 2 years of relevant experience  
**Training** : 8 hours of relevant training  
**Eligibility** : Career Service (Professional) or Second Level Eligibility.

### **Clerk III (SG-6)**

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

- \* Under immediate supervision, renders clerical assistance in the office of the Executive Clerk of Court III;
- \* Types subpoenas, notices, warrants of arrests and other court processes for signature of the Executive Clerk of Court III;
- \* Releases copies of said court processes to the court's process servers and deputy sheriffs for mailing and/or personal delivery;
- \* Types office correspondence emanating from the office of her Executive Clerk of Court III, such as indorsements, reports, memoranda, certificate of appearance of parties and /or witnesses; and
- \* Performs other tasks as may be assigned from time to time.

#### **Qualification Standards:**

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

## **Clerk II (SG-4)**

### **Duties and Responsibilities:**

- \* Under general supervision, performs a variety of skilled clerical tasks;
- \* Prepares routine correspondence, transmittal letters and endorsements, and types the same for review and signature of his immediate head;
- \* Checks date of posting of pleadings to determine their timeliness; Checks each and every page of duplicate copies of pleading to determine sufficiency and compliance with rules;
- \* Examines copies of pleading filed, as well as the attached annexes as to eligibility and sufficiency;
- \* Arranges and classifies all pleading received and transmits the same to the processors for inclusion in the agenda;
- \* Prepares and types the assignment sheet for all cases needed in the preparation and release of court resolutions, notices and processes;
- \* Assists in the preparation and release of minute resolutions, orders, writs and other processes of the court;
- \* Addresses envelopes for the service of the court processes; Performs paralegal functions; and
- \* Does related 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