

REPUBLIC OF THE PHILIPPINES

Sandiganbayan

QUEZON CITY

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:

STENOGRAPHER'S POOL

Eight (8) Court Stenographer IV – Salary Grade 14

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

One (1) Judicial Staff Officer III – Salary Grade 18

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 26, 2016.

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

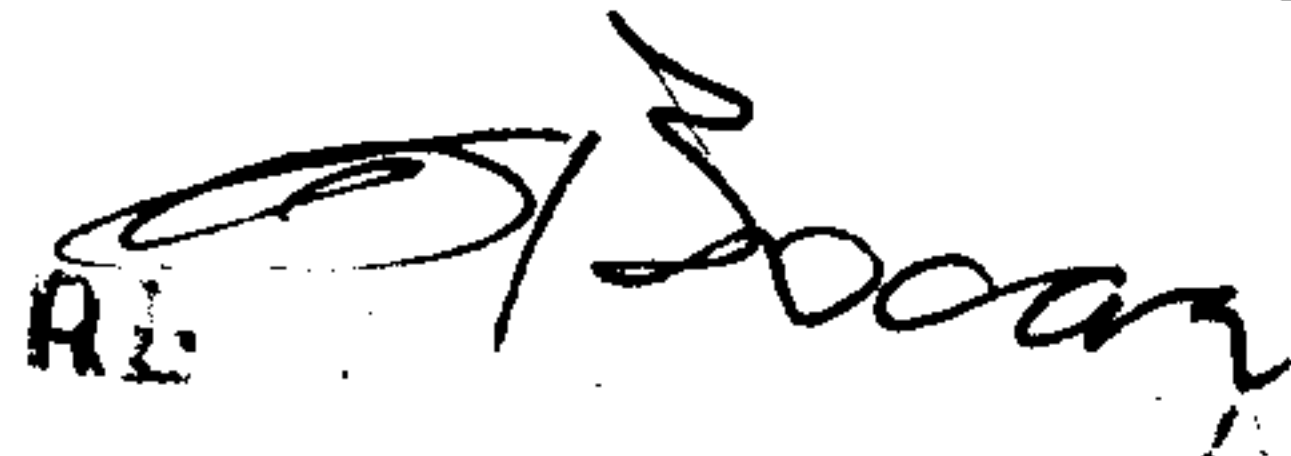
The applicants should disclose if they are related by consanguinity or affinity within the 3rd degree to any Sandiganbayan official or employee.

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, July 13, 2016.


CHARMIE ANGELETTE V. ROMILLO
Chief Judicial Staff Officer
Administrative Division

APPROVED FOR POSTING


RE: [illegible]
Executive Clerk of Court

Republic of the Philippines
Sandiganbayan
Quezon City

VACANCY

STENOGRAPHER'S POOL

Position Title: Court Stenographer IV
Department: Office of the Presiding Justice
Salary Grade: 14 (Php. 24,141.00)
Item Nos.: SBB-CSTG4-14-1998
SBB-CSTG4-16-1998
SBB-CSTG4-18-1998
SBB-CSTG4-20-1998
SBB-CSTG4-25-1998
SBB-CSTG4-27-1998
SBB-CSTG4-34-1998
SBB-CSTG4-34-1998

No. of Vacancies: 8

Qualifications:

Education : Completion of two years studies in college
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Civil Service (Subprofessional) or
First Level Eligibility

OFFICE OF THE EXECUTIVE CLERK OF COURT IV

Position Title: Judicial Staff Officer III
Department: Office of the Executive Clerk of Court IV
Salary Grade: 18 (Php. 33,452.00)
Item Nos.: SBB-JSO3-2-1998

No. of Vacancies: 1

Qualifications:

Education : Bachelor's Degree relevant to the job
Experience : 2 years relevant experience
Training : 8 hours of relevant training
Eligibility : CS Professional or Second 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 26, 2016**.

Court Stenographer IV (SG-14)

Duties and Responsibilities:

- * Under general supervision, records court proceedings and transcribes notes as directed by the Rules of Court;
- * Takes down and transcribes in final form dictations of the Justices;
- * Attends court sessions and pre-trial conferences of the Division where he/she is assigned and takes down in stenographic notes all the proceeding that transpires therein; and
- * Does other related work as directed by superiors.

Qualification Standards:

Education	:	Completion of two years studies in college
Experience	:	3 years of relevant experience
Training	:	16 hours of relevant training
Eligibility	:	CS Subprofessional

Judicial Staff Officer III (SG-18)

Duties and Responsibilities:

- * Under general supervision, takes down stenographic notes of court proceeding and transcribes them in accordance with the Rules of The Court and pertinent issuance of the Supreme Court and the Sandiganbayan;
- * Attends court sessions and pre-trial conferences of the Division where and when he/she is assigned and takes down in stenographic notes all the proceeding that transpire therein;
- * Transcribes in final form immediately at the close of such session priority judicial directives ensuing from such proceedings, e.g., orders involving incidents during trials, and pre-trial orders;
- * Delivers to the Clerk of Court immediately at the close of such sessions, all the notes he has taken, to be attached to the records of the case;
- * Transcribes all the stenographic notes and attached the transcripts to the records of the case not later than twenty (20) days from the time the notes are taken;
- * Accomplishes a verified monthly certification as to compliance therewith;
- * Takes down in stenographic notes and transcribes in final form dictations of his Justice and/or the *ponente* relative to Resolutions and Decisions of cases adjudicated in the division where he/she is assigned.

Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Experience	:	2 years relevant experience
Training	:	8 hours of relevant training
Eligibility	:	CS Professional or Second Level Eligibility