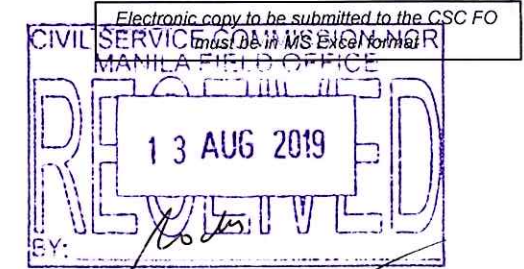


Republic of the Philippines  
**SANDIGANBAYAN**  
Request for Publication of Vacant Positions



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:

**AMPARO M. CABOTAJE-TANG**

Presiding Justice

Date:

8-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	Clerk III	SBB-CK3-8-2015	6	14,847.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of the Executive Clerk of Court III, Seventh Division
2	Security Officer I	SBB-SECO1-47-1998	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS - Professional / Second Level Eligibility		Sheriff and Security Services Division
3	Security Officer I	SBB-SECO1-45-1998	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS - Professional / Second Level Eligibility		Sheriff and Security Services Division

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 August 27, 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](http://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 III,  
SEVENTH DIVISION**

**Clerk III**

Salary Grade: 6

Php, 14,847.00

**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:**

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

**SHERIFF AND SECURITY SERVICES DIVISION**

**Security Officer I**

Salary Grade: 11

Php. 20,754.00

**Duties and Responsibilities:**

- \* Under general supervision, performs first-line supervisory function over the Sandiganbayan security guards;
- \* Assists the immediate superior in coordinating the guards activities; ensures that guards are properly instructed upon assumption of their tour of duty and inspects them in their posts;
- \* Prepares details of guards and inspects entries in the guard logbooks; conducts periodic physical fitness workouts and tactical inspection with troops information and education hours after inspection in ranks;
- \* Does related tasks as directed from time to time.

**Qualification Standards:**

**Education** : Bachelor's Degree relevant to the job  
**Experience** : none required  
**Training** : none required  
**Eligibility** : CS Professional