

APPROVED FOR POSTING

REPUBLIC OF THE PHILIPPINES
Sandiganbayan
QUEZON CITY

MA. TERESA S. PABULAYAN
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 III, FIRST DIVISION
One (1) Executive Clerk of Court II - Salary Grade 27

ADMINISTRATIVE DIVISION, ENGINEERING SECTION
One (1) Engineer IV (Electro-Mechanical) - Salary Grade 22

OFFICE OF THE ASSOCIATE JUSTICES
Four (4) Court Stenographer IV - Salary Grade 14


OFFICE OF THE EXECUTIVE CLERK OF COURT III, SECOND DIVISION
One (1) Clerk II - Salary Grade 4

ADMINISTRATIVE DIVISION, GENERAL SERVICES
One (1) Utility Worker II - Salary Grade 3

The deadline of submission to the Personnel Section shall not be later than May 27, 2019.

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

Quezon City, May 9, 2019.


RITCHELE M. DESINGANO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIRST DIVISION

Executive Clerk of Court II

Php, 121, 411.00 (SG-27)

Qualification Standards:

| | | |
|--------------------|---|---|
| Education | : | Bachelor of Laws |
| Experience | : | Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time. |
| Training | ; | Twenty-four (24) hours of relevant training in Management and Supervision. |
| Eligibility | : | RA 1080 - BAR |

ADMINISTRATIVE DIVISION, ENGINEERING SECTION

Engineer IV (Electro-Mechanical)

Php. 65,319.00 (SG-22)

Duties and Responsibilities:

- * Under general supervision, analyses and evaluates policies, guidelines, plans, programs and procedures and recommends necessary adjustments to promote the application of best engineering practices in relation to building service equipment operation;
- * Reviews maintenance job that has been studied for the purpose of establishing a standard maintenance practice for the work in order to assist improvement. Conducts inspection, checks and reports status of all auxiliaries to determine the necessity of maintenance repair thereof;
- * Recommends revision or alterations of existing facilities;
- * Analyses all maintenance cost and establishes graphic relationships of direct/indirect and general maintenance cost;
- * Submits monthly reports of maintenance programs and contract services. Directs the implementation of procedure and controls to unify and coordinate the work functions;
- * Makes recommendations for revisions and improvements as required; evaluates maintenance progress and recommends necessary revision of methods of operations.
- * Establishes a preventive maintenance program covering all electro-mechanical service operating equipment and facilities, investigates all emergency services-to-operation and indirect job;
- * Directs/supervises, coordinates and control the operations, maintenance and installation of various mechanical/electrical engineering works. Assists the Sandiganbayan on the proposed annual projection of the budget request and/or recommend revisions of budget for work orders and schedules when necessary;

- * Determines adequacy and/or performance of various resources to achieve the objectives; assists in formulation and application of training and upgrading program in the formulation and application of training and upgrading program in formulation of safety plans, programs, policies, guidelines its implementation, monitoring, upgrading, inspection and maintenance, conducts researches to keep abreast with the latest advances in electrical and mechanical technology.
- * Performs other related works as may be assigned.

Qualification Standards:

- Education** : Bachelor's Degree in Engineering relevant to the job
- Experience** : 3 years of relevant experience
- Training** : 16 hours of relevant training
- Eligibility** : RA 1080 – Mechanical Engineer

OFFICE OF THE ASSOCIATE JUSTICES

Court Stenographer IV (4 Vacancies)

Php. 27,755.00 (SG-14)

Duties and Responsibilities:

- Under general supervision, records court proceedings and transcribes notes as directed by the Rules of Court; take 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 transpire 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 or First Level Eligibility

OFFICE OF THE EXECUTIVE CLERK OF COURT III, SECOND DIVISION

Clerk II

Php. 13,214.00 (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; and
- * Does related tasks.

Qualification Standards:

| | | |
|-------------------|---|--|
| Education | : | Completion of two years studies in college |
| Experience | : | None required |
| Training | : | None required |
| Education | : | CS Subprofessional |

ADMINISTRATIVE DIVISION, GENERAL SERVICES

Utility Worker II

Php. 12,466.00 (SG-3)

Duties and Responsibilities:

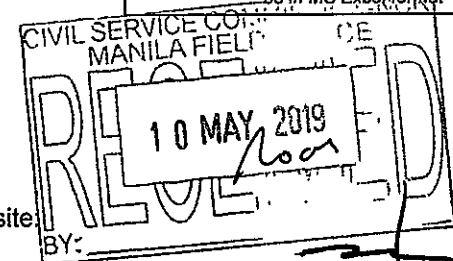
- * Under immediate supervision, generally performs physical and unskilled jobs including maintenance and general manual tasks;
- * Does messengerial, simple carpentry and electrical works;
- * Draws requisitions of supplies and materials; may double as driver when required;
- * May operate simple mimeo and other reproduction processes;
- * Performs all other functions of a general all around handyman;
- * Does other related tasks as may be assigned from time to time.

Qualification Standards:

| | | |
|--------------------|---|-------------------------------|
| Education | : | Must be able to read or write |
| Experience | : | none required |
| Training | : | none required |
| Eligibility | : | (MC 11, s. 96-Cat. III) |

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS-Excel format



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:

BY: AMPARO M. CABOTAJE-TANG

Presiding Justice

Date:

9-May-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 | Executive Clerk of Court II | SBB-ECC2-1-2017 | 27 | 121,411.00 | Bachelor of Laws | Twenty-four (24) hours of relevant training in Management and Supervision. | Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time. | RA 1080 - BAR | | Office of the Executive Clerk of Court III, First Division |
| 2 | Engineer IV (Electro-Mechanical Engineer) | SBB-ENG4-29-2000 | 22 | 65,319.00 | Bachelor's Degree in Engineering relevant to the job | 16 hours of relevant training | 3 years of relevant experience | R.A. No.1080 - Mechanical Engineer | | Administrative Division |
| 3 | Court Stenographer IV | SBB-CSTG4-15-2015 | 14 | 27,755.00 | Completion of two years studies in college | 16 hours of relevant training | 3 years of relevant experience | CS Subprofessional or First Level Eligibility | | Office of the Associate Justices |
| 4 | Court Stenographer IV | SBB-CSTG4-16-2015 | 14 | 27,755.00 | Completion of two years studies in college | 16 hours of relevant training | 3 years of relevant experience | CS Subprofessional or First Level Eligibility | | Office of the Associate Justices |
| 5 | Court Stenographer IV | SBB-CSTG4-21-1998 | 14 | 27,755.00 | Completion of two years studies in college | 16 hours of relevant training | 3 years of relevant experience | CS Subprofessional or First Level Eligibility | | Office of the Associate Justices |

| | | | | | | | | | | |
|---|-----------------------|-------------------|----|-----------|--|-------------------------------|--------------------------------|---|-------------------------------------|---|
| 6 | Court Stenographer IV | SBB-CSTG4-32-1998 | 14 | 27,755.00 | Completion of two years studies in college | 16 hours of relevant training | 3 years of relevant experience | CS Subprofessional or First Level Eligibility | | Office of the Associate Justices |
| 7 | Clerk II | SBB-CK2-6-1998 | 4 | 13,214.00 | Completion of two years studies in college | none required | none required | CS Subprofessional or First Level Eligibility | Computer Literacy and Typing Skills | Office of the Executive Clerk of Court III, Second Division |
| 8 | Utility Worker II | SBB-UTW2-46-1998 | 3 | 12,466.00 | Must be able to read or write | none required | none required | none required (MC11, s.96-Cat. III) | | Administrative 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 May 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;
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.