




Republic of the Philippines  
**Sandiganbayan**

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Sandiganbayan in the CSC website:

  
AMPARO M. CABOTAJE-TANG  
Presiding Justice  
Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clerk III	SBB-CK3-2-1998	6	172,080.00	Completion of two years studies in college	None required	None required	CS - Subprofessional / First Level Eligibility		Office of the Associate Justice Alex L. Quiroz
2	Sheriff IV	SBB-SHE4-3-1998	12	265,788.00	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	CS - Subprofessional / First Level Eligibility		Sheriff and Security Services Division
3	Mechanic II	SBB-MECH2-16-1998	6	172,080.00	High School Graduate or completion of relevant Vocational / trade course	None required	None required	None required (MC 11, s. 96-Cat. I)		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 **June 11, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture; **SUBSCRIBED AND SWORN** and **SIGNED** (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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to submit their application to Personnel Section, addressed to:

Hon. AMPARO M. CABOTAJE-TANG  
Presiding Justice  
Sandiganbayan Centennial Building, Commonwealth Avenue  
corner Batasan Road, Quezon City

**APPROVED FOR POSTING**

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**CLERK III (SG-6)**

**Duties and Responsibilities:**

Under immediate supervision, renders clerical assistance in the Office of the Associate Justice;  
Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Associate Justice; and files records of the same; and  
Performs other related clerical tasks.

**Qualification Standards:**

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

**SHERIFF IV (SG-12)**

**Duties and Responsibilities:**

Under general supervision, serves and/or executes all processes of the court;  
Keeps in custody and maintains record books on writs of execution, writs of attachment, writs of replevin, and writs of injunction, and other processes executed by him; and  
Performs such other related duties assigned to him by the authorities.

**Qualification Standards:**

**Education** : Completion of two years studies in college  
**Experience** : 2 years of relevant experience  
**Training** : 8 hours of relevant training  
**Eligibility** : CS Subprofessional

**MECHANIC II (SG-6)**

**Duties and Responsibilities:**

- \* Under general supervision, supervises and participates in the check-up of all vehicles of the Court to determine their road worthiness and performs necessary repair works on such vehicles;
- \* Personally conducts the canvass of all spare parts that may be necessary in the repair of the vehicles of the Court.

**Qualification Standards:**

**Education** : High School Graduate or completion of relevant Vocational/trade course  
**Experience** : none required  
**Training** : none required  
**Eligibility** : (MC 11, s. 96-Cat. I)