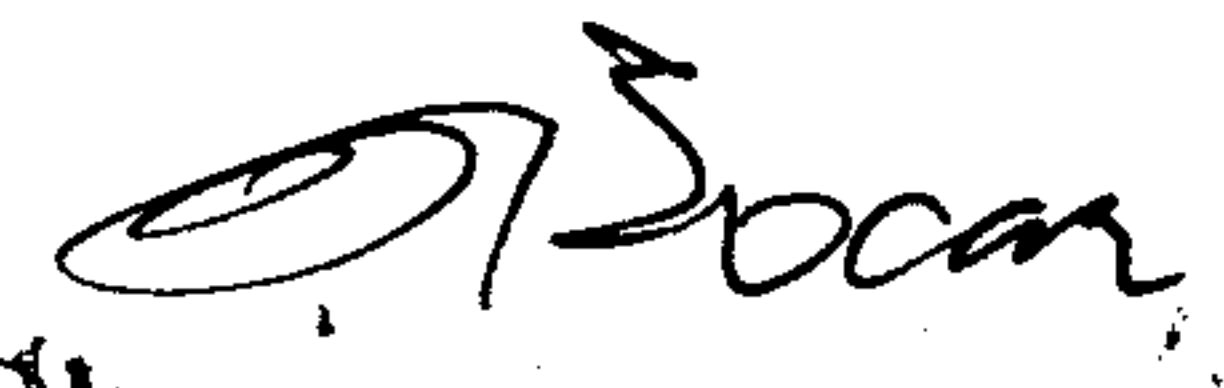


REPUBLIC OF THE PHILIPPINES
Sandiganbayan
QUEZON CITY

APPROVED FOR POSTING


Executive Clerk of Court

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:

One (1) Clerk III – SG 6 – OFFICE OF THE ASSOCIATE JUSTICES

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 May 3, 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, April 20, 2016.


CHARMIE ANGELETTE V. ROMILLO
Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines
Sandiganbayan
Quezon City

APPROVED FOR POSTING


REMY S. CABOTAJE-TANG
Associate Clerk of Court

VACANCY

OFFICE OF THE ASSOCIATE JUSTICES

Position Title: Clerk III

Salary Grade: 6

Item Nos.: SBB-CK3-12-2015

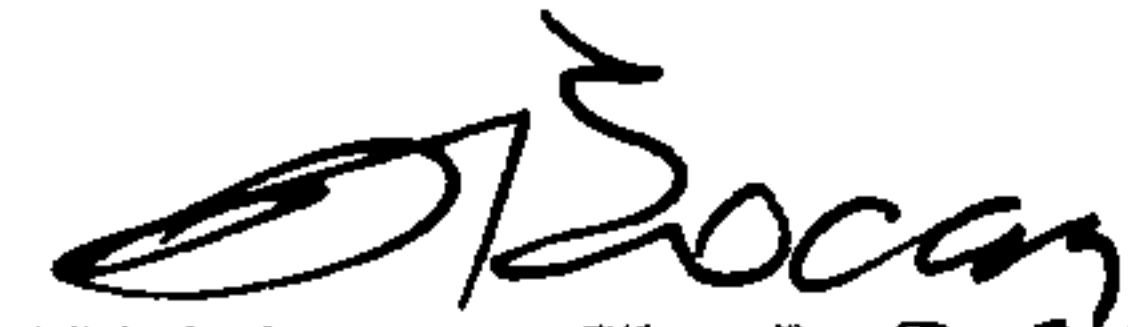
No. of Vacancies: 1

Qualifications:

Education	:	Completion of two years studies in college
Experience	:	none required
Training	:	none required
Eligibility	:	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 **May 3, 2016**.

APPROVED FOR POSTING:



RENATA T. BOCAR

Executive Clerk of Court IV

Clerk III (SG-6) - Permanent

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