

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, SECOND DIVISION
One (1) Executive Clerk of Court III – Salary Grade 28

This notice shall be posted in three (3) 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 December 12, 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, November 28, 2016.


CHARMIE ANGELETTE V. ROMILLO
Chief Judicial Staff Officer
Administrative Division

VACANCY

EXECUTIVE CLERK OF COURT III, SECOND DIVISION

Position Title : Executive Clerk of Court III*
Salary Grade : 28 (Php. 80,760.00)
Item No. : SBB-ECC3-3-1998
No. of Vacancies : 1
Qualifications
Education : Bachelor of Laws
Experience : Five (5) years or more in the practice of law or has been Clerk of Court or Deputy Clerk of Court of a Regional Trial Court or its equivalent for the same period of time.
Training : Thirty-two (32) hours of relevant training in management and supervision.
Eligibility : R.A. No. 1080 (BAR)

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 **December 12, 2016**.

* NOTE: The qualifications stated above are based on the En Banc Resolution dated May 28, 2002 of the Supreme Court of the Philippines in A.M no. 02-5-07-SC under *The 2002 Revised Manual for Clerks of Court*.

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Executive Clerk of Court IV

Duties and Responsibilities:

Adjudicative Support Functions:

- * Attends Court hearings daily and prepares minutes of the proceedings;
- * Issues certificates of Appearance to witnesses who testifies in the court hearings;
- * Prepares daily court calendars, prepares and signs notices to the parties in all cases pending before the Division;
- * Prepares and signs Writ of executions;
- * Takes charge of out-of-town hearings; and
- * Issues certified true machine copies of Court decisions, resolutions, orders, as well as warrants of arrest and other Court processes.

Non-Adjudicative Functions:

- * Acts as custodian of all exhibits offered by the party litigants; takes charge of all court records pending before this division;
- * Signs letters requiring bondsmen to confirm surety bonds issued;
- * Signs letters to the Bureau of Immigration and deportation (BID) giving particulars of the accused relative to the Hold-Departure Orders issued;
- * Prepares monthly and annual reports on the status of cases pending before it for submission to the Supreme Court and the Sandiganbayan Statistics Section;
- * Prepares monthly calendars for the Justices, Prosecutors and stenographers; keeps custody of records and conducts regular physical inventories of records;
- * Checks insufficiencies/compliance with the rules and requirements laid down by the Supreme Court with respect to surety bonds;
- * Communicates with the different Clerks of Court of the Regional Trial Courts in the provinces regarding deficiencies/ defects of property bonds approved by the Judges;
- * Under general supervision, assists the Executive Clerk of Court IV in the performance of his duties and responsibilities; and
- * Does related tasks as may from time to time be assigned by the Justice of the division.

Qualification Standards:

Education : Bachelor of Laws
Experience : 4 years of relevant experience
Training ; 24 hours of relevant training
Eligibility : RA 1080