

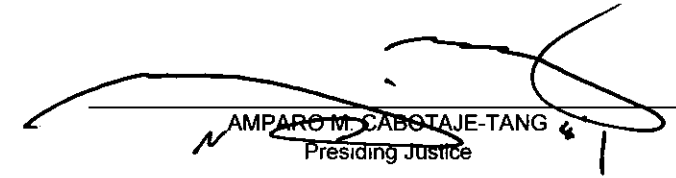


Republic of the Philippines
Sandiganbayan

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	Executive Assistant II	SBB-EXA2-1-1998	17	417,372.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional or Second Level Eligibility		Office of the Presiding Justice
2	Executive Assistant II	SBB-EXA2-2-1998	17	417,372.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional or Second Level Eligibility		Office of the Executive Clerk of Court III, Fifth 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 **July 12, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

OFFICE OF THE PRESIDING JUSTICE

Executive Assistant II - Permanent

Salary Grade 17 (Php. 34,781.00)

Duties and Responsibilities:

Under general supervision, performs a variety of researches, administrative and technical duties on matters requiring recommendatory action in accordance with law, executive orders, rules, regulations or established policy and procedure;

Types and assists in the preparation of inspection reports for all court purchases of supplies and materials;

Records all releases of vouchers and memos;

Assists in the inspections of SB Books, general payroll audits as to footings;

Performs such other duties as may be assigned from time to time.

Qualification Standards:

Education	:	Bachelor's Degree
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	CS Professional or Second Level Eligibility

OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIFTH DIVISION

Executive Assistant II - Permanent

Salary Grade 17 (Php. 34,781.00)

Duties and Responsibilities:

- * Under general supervision, prepares the agenda, minutes and resolutions subject to review and approval of the Executive Clerk of Court III;
- * Screens pleadings received for immediate action of the Court; gathers data/statistics of all case in the Division as required by the *Sandiganbayan* and the Supreme Court;
- * Examines records (rollo) of case/s raffled to the Division to be acted upon by the Court (both in completion process and decisional stage);
- * Prepares warrant of arrest, hold departure order, summons of the newly raffled cases; prepares Order of Release upon filing of bond/s in criminal case/s;
- * Keeps watch over the status and progress of cases assigned to the division;

- * Prepares report; collates stenographic notes for cases that are submitted for decisions;
- * Receives and docket all records originally assigned to the Division for raffle; keeps, maintains and updates the Division's Docket Book;
- * Performs the duties of the Executive Clerk of Court III in her absence, except those which requires knowledge of law; assists in the general supervision of office personnel for effective and efficient delivery of service;
- * Performs inventory of cases as required by the Supreme Court; receives and records all documents (records, orders, agenda, minutes, resolution, return of subpoena, motions, warrants of arrest, returns of the sheriffs, pleadings of parties, letters from parties to the cases pending before the division and letter of inquiry from the general public or the Office of the President, the Department of Justice, from members of the Congress and Department Secretaries) intended for the Division;
- * Segregates the urgent from routine and turns them over to the Executive Clerk of Court III for her personal attention (urgent) and for assignment to the proper personnel (routine); brings to the attention of the Executive Clerk of Court III subpoena and warrants of arrest with negative returns;

Qualification Standards:

Education	:	Bachelor's Degree
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training;
Eligibility	:	CS Professional or Second Level Eligibility