

REPUBLIC OF THE PHILIPPINES

**Sandiganbayan**

QUEZON CITY

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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:

**LEGAL RESEARCH AND TECHNICAL STAFF**

- Two (2) Court Attorney IV – Salary Grade 25
- One (1) Court Attorney III – Salary Grade 24
- Three (3) Court Legal Researcher – Salary Grade 18

**OFFICE OF THE PRESIDING JUSTICE**

- One (1) Clerk III – Salary Grade 06

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 August 30, 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 3<sup>rd</sup> 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, August 15, 2016.

for:   
**CHARMIE ANGELETTE V. ROMILLO**  
Chief Judicial Staff Officer  
Administrative Division 

**APPROVED FOR POSTING:**

Acting 

Republic of the Philippines  
**Sandiganbayan**  
Quezon City

## VACANCY

### LEGAL RESEARCH AND TECHNICAL STAFF

**Position Title:** Court Attorney IV  
**Salary Grade:** 25 (Php.61,971.00)  
**Item No.:** SBB-CTAT4-17-1998  
SBB-CTAT4-18-1998

**No. of Vacancies:** 2

**Qualifications:**

**Education :** Bachelor of Laws  
**Experience :** 3 years of relevant experience  
**Training :** 16 hours of relevant training  
**Eligibility :** R.A. No. 1080 (BAR)

**Position Title:** Court Attorney III  
**Salary Grade:** 24 (Php. 56,610.00)  
**Item No.:** SBB-CTAT-15-1998

**No. of Vacancies:** 1

**Qualifications:**

**Education :** Bachelor of Laws  
**Experience :** 3 years of relevant experience  
**Training :** 16 hours of relevant training  
**Eligibility :** R.A. No. 1080 (BAR)

**Position Title:** Court Legal Researcher III  
**Salary Grade:** 18 (Php. 33,452.00)  
**Item No.:** SBB-CLR3-5-1998  
SBB-CLR3-8-1998  
SBB-CLR3-12-1998

**No. of Vacancies:** 3

**Qualifications:**

**Education :** Bachelor of Laws  
**Experience :** 2 years of relevant experience  
**Training :** 8 hours of relevant training  
**Eligibility :** CS Professional or Second Level Eligibility

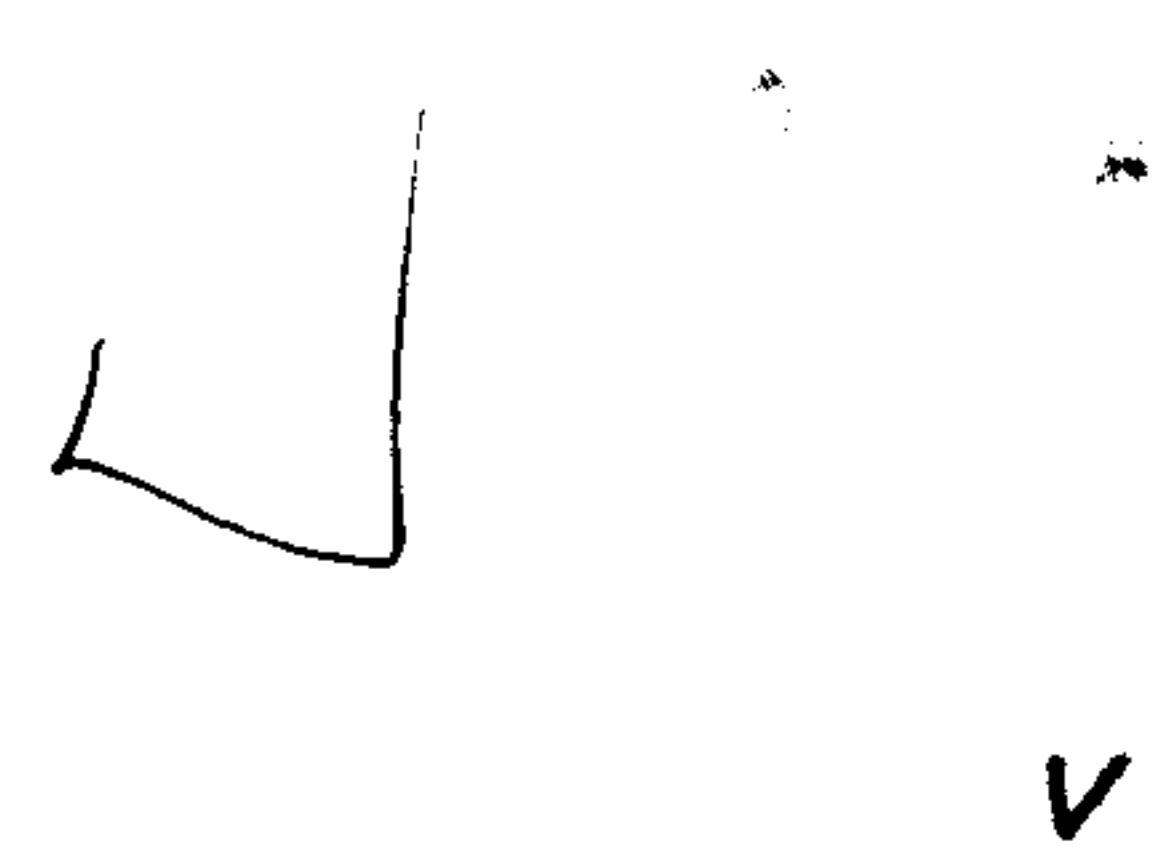
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## OFFICE OF THE PRESIDING JUSTICE

**Position Title:** Clerk III  
**Salary Grade:** 06 (Php. 13,378.00)  
**Item No.:** SBB-CK3-15-1998  
**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 **August 30, 2016**.

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Handwritten signature and a checkmark.

**Court Attorney IV**

SG-25 (Php.61,971.00)

**Duties and Responsibilities:**

- \* Under general supervision, performs highly responsible legal work and extensive research studies on cases with no precedents in local or foreign jurisprudence;
- \* Examines, analyzes and studies facts involved in legal problems or queries submitted for advisory or interpretative opinions;
- \* Prepares legal studies/memorandum on more difficult legal matters propounded by the Justices and other officials of the Court;
- \* Renders opinions on matters referred to him by his immediate supervisor; discusses legal matters with subordinate attorneys;
- \* Instructs subordinate attorneys as to working procedures;
- \* Reviews finished work of subordinates for accuracy and consistency before submission;
- \* Plans distribution of work among subordinates; and
- \* Does related tasks.

**Qualification Standards:**

- Education** : Bachelor of Laws
- Experience** : 3 years of relevant experience
- Training** : 16 hours of relevant training
- Eligibility** : RA 1080

**Court Attorney III**

SG-24 (Php. 56,610.00)

**Duties and Responsibilities:**

- \* Under general supervision, reviews and evaluates the work of lower level attorneys;
- \* Makes studies and researches on questions that come up for resolution or decision;
- \* Prepares memoranda in connection with adjudicatory, administrative and bar matters;
- \* Investigates complaints against lawyers, judges and court personnel and makes recommendation thereon;
- \* Evaluates reports and recommendations on administrative cases; presides over hearings of administrative cases when required;
- \* Evaluates the performance of the Court with the view of improving their case output;
- \* Conducts study on the systems and procedures of the courts with respect to docketing, calendaring and disposal of cases;
- \* Develops court management tools for adoption by the Court; examines money claims to determine sufficiency and compliance with the rules and regulations;
- \* Determines legal heirs and distribution of retirement benefits and other gratuities; and
- \* Performs other related duties.

**Qualification Standards:**

- Education** : Bachelor of Laws
- Experience** : 3 years of relevant experience
- Training** : 16 hours of relevant training
- Eligibility** : RA 1080

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**Court Legal Researcher III**

SG-18 (Php. 33,452.00)

**Duties and Responsibilities:**

- \* Under general supervision, provides legal and technical assistance to the Court by conducting legal research;
- \* Prepares the compilation of original copies of all decisions and reasoned out resolutions of the Court together with their syllabi patterned after the Appellate Court's Reports and the indexing of leading cases and authorities based on Supreme Court decisions, conducts studies on specific subjects as directed by his superiors;
- \* Does related tasks.

**Qualification Standards:**

- Education** : Bachelor of Laws
- Experience** : 2 years of relevant experience
- Training** : 8 hours of relevant training
- Eligibility** : CS Professional or Second Level Eligibility

**Clerk III – Permanent**

SG-06 (Php. 13,378.00)

**Duties and Responsibilities**

Under immediate supervision, renders clerical assistance in the Office of the Presiding Justice;

Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Presiding Justice; 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
- Eligibility** : CS Subprofessional or First Level Eligibility

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