

REPUBLIC OF THE PHILIPPINES
Sandiganbayan
QUEZON CITY

APPROVED FOR POSTING

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:

ADMINISTRATIVE DIVISION

One (1) Mechanic II - Salary Grade 6

OFFICE OF THE EXECUTIVE CLERK OF COURT III, FOURTH DIVISION

One (1) Clerk II - Salary Grade 4


JUDICIAL RECORDS DIVISION

One (1) Clerk III - Salary Grade 6

The deadline of submission to the Personnel Section shall not be later than March 20, 2019.

Sandiganbayan is a gender-fair and disability-inclusive employer. Any qualified person may apply.

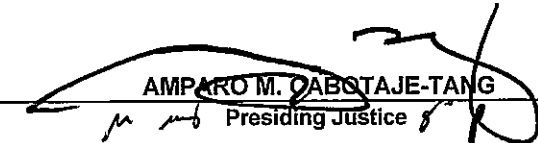
Quezon City, March 6, 2019.


RITCHELLE M. DESINGAÑO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SANDIGANBAYAN in the CSC website:



AMPARO M. CABOTAJE-TANG
Presiding Justice
Date: 6-Mar-19

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Mechanic II	SBB-MECH2-16-1998	6	14,847.00	High School Graduate or completion of relevant Vocational/trade course	none required	none required	CSC MC 11, s. 1996, as amended (Cat. II)		Administrative Division
2	Clerk II	SBB-CK2-9-1998	4	13,214.00	Completion of two years studies in college	none required	none required	CS Subprofessional or First Level Eligibility		Office of the Executive Clerk of Court III, Fourth Division
3	Clerk III	SBB-CK3-13-1998	6	14,847.00	Completion of two years studies in college	none required	none required	CS Subprofessional or First Level Eligibility		Judicial Records 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 March 20, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application 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.

ADMINISTRATIVE DIVISION

Mechanic II

Php. 14,340.00 (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

OFFICE OF THE EXECUTIVE CLERK OF COURT III, FOURTH DIVISION

Clerk II

Php. 12,674.00 (SG-4)

Duties and Responsibilities:

- * Under general supervision, performs a variety of skilled clerical tasks;
- * Prepares routine correspondence, transmittal letters and endorsements, and types the same for review and signature of his immediate head;
- * Checks date of posting of pleadings to determine their timeliness; Checks each and every page of duplicate copies of pleading to determine sufficiency and compliance with rules;
- * Examines copies of pleading filed, as well as the attached annexes as to eligibility and sufficiency;
- * Arranges and classifies all pleading received and transmits the same to the processors for inclusion in the agenda;
- * Prepares and types the assignment sheet for all cases needed in the preparation and release of court resolutions, notices and processes;
- * Assists in the preparation and release of minute resolutions, orders, writs and other processes of the court;
- * Addresses envelopes for the service of the court processes; and
- * Does related tasks.

Qualification Standards:

Education : Completion of two years studies in college

Experience : None required

Training : None required

Education : CS Subprofessional

JUDICIAL RECORDS DIVISION

Clerk III

Php. 14,340.00 (SG-6)

Duties and Responsibilities:

- * Under immediate supervision, renders clerical assistance to her superior in the Division,
- * Prepares routine office correspondence, types reports of the Division; and does other related tasks as may be assigned from time to time.

Qualification Standards:

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