

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:

SHERIFF AND SECURITY SERVICES DIVISION
Four (4) Process Server (Casual) – Salary Grade 5


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 1, 2017.

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.

Quezon City, July 19, 2017.


CHARMIE ANGELETTE V. ROMILLO
Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines
Sandiganbayan
Quezon City

VACANCY

SHERIFF AND SECURITY SERVICES DIVISION

Position Title: Process Server (Casual)

Salary Grade: SG-5 (Php. 12,975.00)

Item No.: N/A

No. of Vacancies: 4

Qualifications:

Education : High School Graduate

Experience : None required

Training : None required

Eligibility : None required (MC 11,s. 96 - Cat. III)

Please address your application letter to the **Hon. AMPARO M. CABOTAJE-TANG, Presiding Justice** with the attached personal data sheet, 2x2 ID Picture and submit to the **PERSONNEL SECTION** not later than **August 1, 2017**.

Process Server - Casual

SG-5 (Php. 12,975.00)

Duties and Responsibilities:

Under immediate supervision, serves summons, subpoenas, judicial writs, notices, decisions and other processes to party litigants, keeps receipts therefore; certifies under oath the service made;

Drops and collects mail matters; receives and transmits and/or implements instructions from his supervisors and does related work.