

REPUBLIC OF THE PHILIPPINES

Sandiganbayan

QUEZON CITY

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:

**One (1) Stitcher II - SG 4 - OFFICE OF THE EXECUTIVE CLERK
OF COURT III, FIRST DIVISION**

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 23, 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, August 9, 2016.



CHARMIE ANGELETTE V. ROMILLO

Chief Judicial Staff Officer

Administrative Division

APPROVED FOR POSTING

Acting

Sandiganbayan

Stitcher II
SG-4 (Php. 11,658.00)

Duties and Responsibilities:

- * Under general supervision, stitches all pleading and documents to the proper record and pages each and every new page;
- * Prepares warrants of arrest, subpoena, commitment orders, notices and other communications for delivery to the sheriff's offices and for mailing;
- * Assists the Executive Clerk of Court III for those accused posting their bonds in this Division;
- * Performs other duties as the Executive Clerk of Court III may require.

Qualification Standards:

Education : Elementary School Graduate
Eligibility : (MC 11, s. 96-Cat. III)

Republic of the Philippines
Sandiganbayan
Quezon City

VACANCY

OFFICE OF THE EXECUTIVE CLERK OF COURT, FIRST DIVISION

Position Title: Stitcher II
Salary Grade: 4 (Php. 11,658.00)
Item No.: SBB-STIT2-1-1998
No. of Vacancies: 1
Qualifications:
 Education : Elementary School Graduate
 Experience : none required
 Training : none required
 Eligibility : (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, transcript of records, 2x2 ID picture & photocopy of civil service eligibility and submit to the **PERSONNEL SECTION** not later than **August 23, 2016**.