

REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
QUEZON CITY

**APPROVED FOR POSTING**

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

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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:

**STENOGRAPHERS' POOL**

One (1) Judicial Staff Officer III (SG – 18)

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, THIRD DIVISION**

One (1) Interpreter III (SG – 12)

**OFFICE OF THE PRESIDING JUSTICE**

One (1) Clerk III (SG – 06)

**ADMINISTRATIVE DIVISION**

One (1) Plumber II (SG – 05)

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, FIFTH DIVISION**



One (1) Clerk II (SG – 04)

This notice shall be posted in three conspicuous places in the Sandiganbayan for a period of at least ten (10) days from the date hereof.

The deadline of submission to the Personnel Section shall not be later than September 21, 2018.

**Sandiganbayan is a gender-fair employer. Any qualified person may apply.**

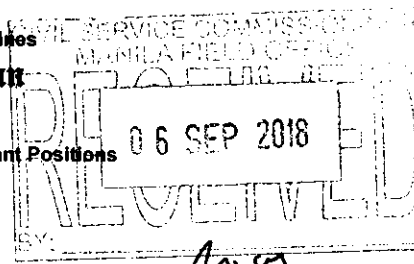
Quezon City, September 5, 2018.

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



Republic of the Philippines  
**Sandiganbayan**

Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

MANILA SEP 6 11:44 AM

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: 09/05/18

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	Judicial Staff Officer III	SBB-JSO3-6-1998	18	457,020.00	Bachelor's Degree relevant to the job	2 years relevant experience	8 hours of relevant training	CS Professional or Second Level Eligibility		Stenographers' Pool
2	Interpreter III	SBB-INTER3-1-1998	12	265,788.00	Bachelor's Degree	none required	none required	CS Professional or Second Level Eligibility		Office of the Executive Clerk of Court III, 3rd Division
3	Clerk III	SBB-CK3-1-1998	6	172,080.00	Completion of two years studies in college	none required	none required	CS Subprofessional or First Level Eligibility		Office of the Presiding Justice
4	Plumber II	SBB-PLUM2-16-1998	5	161,772.00	Elementary School Graduate; Pipefitter or plumber	none required	none required	(MC 11, s. 96-Cat. I)		Administrative Division
5	Clerk II	SBB-CK2-10-1998	4	152,088.00	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, 5th 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 **September 21, 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](http://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

### Clerk III (SG-6) – Permanent

#### **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

## ADMINISTRATIVE DIVISION

### Plumber II (SG-5)

#### **Duties and Responsibilities:**

- \* Maintains the plumbing system of the Court;
- \* Assists the other maintenance men in their respective chores when necessary.
- \* Acts as liaison officer between the office and the MWSS.
- \* Does other related works assigned by his immediate superior.

#### **Qualification Standards:**

**Education** : Elementary School Graduate; Pipefitter or plumber  
**Experience** : none required  
**Training** : none required  
**Eligibility** : (MC 11, s. 96-Cat. I)

## OFFICE OF THE EXECUTIVE CLERK OF COURT III FIFTH DIVISION

### Clerk II (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:**

<b>Education</b>	:	Completion of two years studies in college
<b>Experience</b>	:	None required
<b>Training</b>	:	None required
<b>Education</b>	:	CS Subprofessional