

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:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Office of the Executive Clerk of Court IV	EXECUTIVE ASSISTANT III	20

The deadline of submission to the Personnel Section shall not be later than September 30, 2022.

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

Quezon City, September 13, 2022.


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

File (copy)

CS Form No. 9
Revised 2018

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:

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

MANILA FIELD OFFICE NCI

RECEIVED
SEP 15 2022

By: AMPARO M. CABOTAJE-TANG
Presiding Justice

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	EXECUTIVE ASSISTANT III	SBB-EXA3-2-1998	20	55,799.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility		Office of the Executive Clerk of Court IV

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 30, 2022.

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 (**NOTARIZED**);
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 send through online their application to:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City

sbpersonnel.application@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Office of the Executive Clerk of Court IV

Position: **EXECUTIVE ASSISTANT III**
Salary Grade : 20 Monthly Salary : PHP 55,799.00

Duties and Responsibilities:

- Under general supervision, performs a variety of researches, administrative and technical duties on matters requiring her recommendatory action in accordance with law, executive orders, rules, regulations, or established policy and procedures;
- Assists the Executive Clerk of Court IV in the general supervision of the administrative operation of the Court and personnel;
- Drafts reply on all queries and letters by other government agencies;
- Drafts inter-office communications, memoranda and other forms of administrative issuances as may be assigned by the Executive Clerk of Court on matters relating to the latter's duties in pre and post adjudicative activities;
- Checks all documents before approval by the Executive Clerk of Court IV;
- Follows-up executive actions for timely implementation;
- Provides resource assistance on matters of policy, rules, orders and regulations;
- Performs related work as may be assigned by superior from time to time.

Qualification Standards

Education : Bachelor's Degree
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : CS Professional or Second Level Eligibility