

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

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:

CIVIL SERVICE COMMISSION-NOR  
SANDIGANBAYAN  
RECEIVED  
9-15-23  
BY  
AMPARO M. CABOTAJE-TANG  
Presiding Justice  
15 SEP 2023

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	Clerk III	SBB-CK3-23-2018	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility		Office of the Executive Clerk of Court 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 28, 2023.

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](http://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.

**Note:** Interested applicants shall be required to disclose their relatives in the Sandiganbayan.

QUALIFIED APPLICANTS are advised to send their application through the details and link below:

**Hon. AMPARO M. CABOTAJE-TANG**

Presiding Justice

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

<https://forms.gle/tzzsovngKEzgwj78>



**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

REPUBLIC OF THE PHILIPPINES

**Sandiganbayan**

QUEZON CITY

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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:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Office of the Executive Clerk of Court IV	Clerk III	6

The deadline of submission to the Personnel Section shall not be later than September 28, 2023.

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

Quezon City, September 13, 2023.

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

**Office of the Executive Clerk of Court IV**

Position: Clerk III

Salary Grade : 6

Monthly Salary : PHP 17,553.00

**Duties and Responsibilities:**

- Under immediate supervision, renders clerical assistance in the Office of the Clerk of Court;
- Types routine correspondence, memoranda for review of her immediate supervisor; and
- Does other related tasks as may be assigned from time to time.

**Qualification Standards**

Education : Completion of two years studies in college

Training : None Required

Experience : None Required

Eligibility : CS Subprofessional or First Level Eligibility