

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:

CIVIL SERVICE COMMISSION-NCR
MANILA FIELD OFFICE
RECEIVED
3-23-23
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	
1	CLERK III	SBB-CK3-17-2018	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional or First Level Eligibility	OFFICE OF ASSOCIATE JUSTICE MA. THERESA DOLORES C. GOMEZ- ESTOESTA

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 April 5, 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 (**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 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/tzzsovngKEzgwbi78>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 ASSOCIATE JUSTICE MA. THERESA DOLORES C. GOMEZ-ESTOESTA	CLERK III	6

The deadline of submission to the Personnel Section shall not be later than April 5, 2023.

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

Quezon City, March 20, 2023.


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

OFFICE OF ASSOCIATE JUSTICE MA. THERESA DOLORES C. GOMEZ-ESTOESTA

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 Associate Justice;
- Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Associate Justice; and files records of the same; and
- Performs other related clerical tasks.

Qualification Standards

Education : Completion of two years studies in college
Training : None Required
Experience : None Required
Eligibility : CS Subprofessional or First Level Eligibility