

Republic of the Philippines  
**SANDIGANBAYAN**  
Request for Publication of Vacant Positions

Civil Service Commission  
All documents to be submitted to the CSC FO must be in MS  
Excel format

MANILA FIELD OFFICE  
**RECEIVED**  
4-23-24  
BY: [Signature]

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:

AMPARO M. CABOTAJE-TANG  
Presiding Justice

4/23/24

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 II	SBB-CK2-5-1998	4	15,586.00	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, 2ND 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 May 12, 2024.

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.

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

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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 III, 2ND DIVISION	CLERK II	4

The deadline of submission to the Personnel Section shall not be later than May 12, 2024.

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

Quezon City, April 22, 2024.

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

**OFFICE OF THE EXECUTIVE CLERK OF COURT III, 2ND DIVISION**

Position: **CLERK II**  
Salary Grade : **4** Monthly Salary : **PHP 15,586.00**

**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/her 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**

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