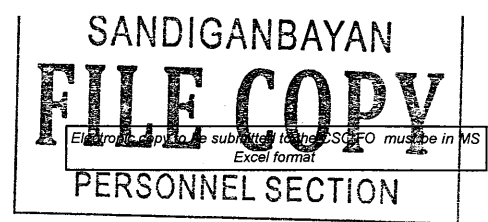


Republic of the Philippines
SANDIGANBAYAN
Request for Publication of Vacant Positions



CIVIL SERVICE COMMISSION-NCR
MANILA FIELD OFFICE
RECEIVED
3 8 2024

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:

BY: RYAN A. RAÑESES
Senior Human Resource Specialist
AMPARO M. CABOTAJE-TANG
Presiding Justice

MAR 08 2024

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 II	SBB-CK2-4-2015	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, 7TH 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 March 26, 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 (**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 THE EXECUTIVE CLERK OF COURT III, 7TH DIVISION	CLERK II	4

The deadline of submission to the Personnel Section shall not be later than March 26, 2024.

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

Quezon City, March 6, 2024.



RITCHELLE M. DESINGAÑO-YRAÑELA

~ Chief Judicial Staff Officer
Administrative Division

OFFICE OF THE EXECUTIVE CLERK OF COURT III, 7TH 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