

Sandiganbayan

QUEZON CITY

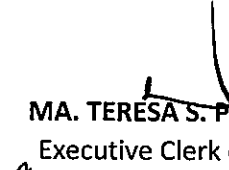
Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding Justice, to wit:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Office of the Executive Clerk Court of IV	Court Attorney IV	25
Office of the Executive Clerk Court of III, First Division	Clerk II	4
Office of the Executive Clerk Court of III, Fifth Division	Clerk II	4

The deadline of submission to the Personnel Section shall not be later than April 8, 2022.

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

Quezon City, March 22, 2022.


MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

Office of the Executive Clerk Court of IV

Position: Court Attorney IV
Salary Grade : 25 Monthly Salary : PHP 100,788.00

Duties and Responsibilities:

- Under general supervision, performs highly responsible legal work and extensive research studies on cases with no precedents in local or foreign jurisprudence;
- Examines, analyzes and studies facts involved in legal problems or queries submitted for advisory or interpretative opinions;
- Prepares legal studies/memorandum on more difficult legal matters propounded by the Justices and other officials of the Court;
- Render opinions on matters referred to him by his immediate supervisor; discusses legal matters with his supervisor as to working procedures; and
- Does related tasks.

Education : Bachelor of Laws
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : R.A. No. 1080 - BAR

Office of the Executive Clerk Court of III, First Division

Position: Clerk II
Salary Grade : 4 Monthly Salary : PHP 14,993.00

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 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.

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

Office of the Executive Clerk Court of III, Fifth Division

Position: Clerk II
Salary Grade : 4 Monthly Salary : PHP 14,993.00

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 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.

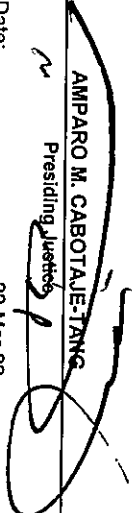
Education : Completion of two years studies in college
Training : None required
Experience : None required
Eligibility : CS Subprofessional or First Level Eligibility

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:


AMPARO M. CABOTAJE-TANG
Presiding Justice
Date: 22-Mar-22

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Court Attorney IV	SBB-CTAT4-16-1998	25	100,788.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	R.A. No. 1080 - BAR		Office of the Executive Clerk Court of IV
2	Clerk II	SBB-CK2-2-1998	4	14,993.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of the Executive Clerk Court of III, First Division
3	Clerk II	SBB-CK2-10-1998	4	14,993.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of the Executive Clerk Court of III, Fifth 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 April 8, 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;
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
spersonnel.application@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.