

**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
Supply Section, Administrative Division	Clerk III	6
Office of Associate Justice Maria Theresa V. Mendoza-Arcega	Clerk III	6
Office of Associate Justice Ronald B. Moreno	Clerk III	6
Office of the Executive Clerk of Court III, Fourth Division	Clerk II	4

The deadline of submission to the Personnel Section shall not be later than June 15, 2021.

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

Quezon City, May 31, 2021.

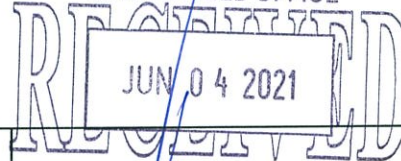
  
**RITCHELLE M. DESINGAÑO-YRAÑELA**  
 Chief Judicial Staff Officer  
 Administrative Division

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



**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	Competency (if applicable)	
1	Clerk III	SBB-CK3-18-1998	6	16,200.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Supply Section, Administrative Division
2	Clerk III	SBB-CK3-4-2018	6	16,200.00	Completion of two years studies in college	None required	None required	CS Subprofessional or First Level Eligibility		Office of Associate Justice Maria Theresa V. Mendoza- Arcega
3	Clerk III	SBB-CK3-5-2018	6	16,200.00	Completion of 2 (two) years studies in college	none required	none required	Civil Service Subprofessional or First Level Eligibility		Office of Associate Justice Ronald B. Moreno
4	Clerk II	SBB-CK2-9-1998	4	14,400.00	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, Fourth 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 June 15, 2021.

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);
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  
[sbpersonnel.application@yahoo.com](mailto:sbpersonnel.application@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.