



Republic of the Philippines
Sandiganbayan

Request for Publication of Vacant Positions

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APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Sandiganbayan in the CSC website:

AMPARO M. CABOTAJE-TANG
Presiding Justice

Date:

03/14/18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Records Officer I	SBB-RO1-1-1998	10	224,616.00	Bachelor's degree	None required	None required	CS - Professional / Second Level Eligibility		Judicial Records Division
2	Records Officer I	SBB-RO1-4-1998	10	224,616.00	Bachelor's degree	None required	None required	CS - Professional / Second Level Eligibility		Judicial Records Division
3	Clerk II	SBB-CK2-3-1998	4	152,088.00	Completion of two years studies in college	None required	None required	CS - Subprofessional / First Level Eligibility		Administrative Division, Medical Section
4	Librarian III	SBB-LIB3-1-1998	18	457,020.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science;	2 years of relevant experience	8 hours of relevant training	R.A. No. 1080		Legal Research and Technical Staff
5	Clerk III	SBB-CK3-10-1998	6	172,080.00	Completion of two years studies in college	None required	None required	CS - Subprofessional / First Level Eligibility		Legal Research and Technical Staff

6	Executive Clerk of Court II	SBB-ECC2-1-2017	27	1,234,920.00	Bachelor of Laws	Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time.	Twenty-four (24) hours of relevant training in Management and Supervision	R.A. No. 1080 - BAR		Office of the Executive Clerk of Court III
7	Executive Clerk of Court II	SBB-ECC2-2-2017	27	1,234,920.00	Bachelor of Laws	Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time.	Twenty-four (24) hours of relevant training in Management and Supervision	R.A. No. 1080 - BAR		Office of the Executive Clerk of Court III
8	Executive Clerk of Court II	SBB-ECC2-3-2017	27	1,234,920.00	Bachelor of Laws	Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time.	Twenty-four (24) hours of relevant training in Management and Supervision	R.A. No. 1080 - BAR		Office of the Executive Clerk of Court III
9	Executive Clerk of Court II	SBB-ECC2-4-2017	27	1,234,920.00	Bachelor of Laws	Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time.	Twenty-four (24) hours of relevant training in Management and Supervision	R.A. No. 1080 - BAR		Office of the Executive Clerk of Court III
10	Executive Clerk of Court II	SBB-ECC2-5-2017	27	1,234,920.00	Bachelor of Laws	Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time.	Twenty-four (24) hours of relevant training in Management and Supervision	R.A. No. 1080 - BAR		Office of the Executive Clerk of Court III

11	Executive Clerk of Court II	SBB-ECC2-6-2017	27	1,234,920.00	Bachelor of Laws	Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time.	Twenty-four (24) hours of relevant training in Management and Supervision	R.A. No. 1080 - BAR		Office of the Executive Clerk of Court III
12	Executive Clerk of Court II	SBB-ECC2-7-2017	27	1,234,920.00	Bachelor of Laws	Five (5) years or more in the practice of law or has been Clerk or Court or Deputy Clerk of Court for the same period time.	Twenty-four (24) hours of relevant training in Management and Supervision	R.A. No. 1080 - BAR		Office of the Executive Clerk of Court III
13	Court Stenographer IV	SBB-CSTG4-8-2017	14	317,928.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	CS - Subprofessional / First Level Eligibility		Steno Pool
14	Court Stenographer IV	SBB-CSTG4-9-2017	14	317,928.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	CS - Subprofessional / First Level Eligibility		Steno Pool
15	Court Stenographer IV	SBB-CSTG4-10-2017	14	317,928.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	CS - Subprofessional / First Level Eligibility		Steno Pool
16	Court Stenographer IV	SBB-CSTG4-11-2017	14	317,928.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	CS - Subprofessional / First Level Eligibility		Steno Pool
17	Court Stenographer IV	SBB-CSTG4-12-2017	14	317,928.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	CS - Subprofessional / First Level Eligibility		Steno Pool
18	Court Stenographer IV	SBB-CSTG4-13-2017	14	317,928.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	CS - Subprofessional / First Level Eligibility		Steno Pool
19	Court Stenographer IV	SBB-CSTG4-14-2017	14	317,928.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	CS - Subprofessional / First Level Eligibility		Steno Pool
20	Court Stenographer IV	SBB-CSTG4-15-2017	14	317,928.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	CS - Subprofessional / First Level Eligibility		Steno Pool

21	Sheriff IV	SBB-SHE4-19-2017	12	265,788.00	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	CS - Subprofessional / First Level Eligibility		Sheriff and Security Services Division
22	Process Server	SBB-PROCS-20-2017	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division
23	Process Server	SBB-PROCS-21-2017	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division
24	Process Server	SBB-PROCS-22-2017	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division
25	Process Server	SBB-PROCS-23-2017	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division
26	Process Server	SBB-PROCS-24-2017	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division
27	Process Server	SBB-PROCS-25-2017	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division
28	Process Server	SBB-PROCS-26-2017	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division
29	Process Server	SBB-PROCS-27-2017	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division
30	Accountant I	SBB-A1-1-1998	12	265,788.00	Bachelor's Degree in Commerce/ Business Administration Major in Accounting / Bachelor of Science in Accountancy	None required	None required	R.A. No. 1080		Budget and Finance Division, Accounting Section
31	Security Guard II	SBB-SECG2-50-1998	5	161,772.00	High School Graduate	None required	None required	Security Guard License (MC 11,s. 96 - Cat. II)		Sheriff and Security Services Division
32	Security Guard II	SBB-SECG2-56-1998	5	161,772.00	High School Graduate	None required	None required	Security Guard License (MC 11,s. 96 - Cat. II)		Sheriff and Security Services Division
33	Sheriff IV	SBB-SHE4-5-1998	12	265,788.00	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	CS - Subprofessional / First Level Eligibility		Sheriff and Security Services Division
34	Process Server	SBB-PROCS-5-1998	5	161,772.00	High School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Sheriff and Security Services Division

35	Clerk II	SBB-CK2-10-1998	4	152,088.00	Completion of two years studies in college	none required	none required	CS - Subprofessional / First Level Eligibility		Office of the Executive Clerk of Court III, 5th Division
36	Driver I	SBB-DRV1-3-1998	3	142,968.00	Elementary School Graduate	None required	None required	Driver's License (MC 11,s. 96 - Cat. II)		Office of the Executive Clerk of Court IV
37	Reproduction Machine Operator I	SBB-RMO1-1-1998	2	134,400.00	Elementary School Graduate	None required	None required	None Required (MC 11,s. 96 - Cat. III)		Administrative Division, General Services
38	Clerk III	SBB-CK3-14-1998	6	172,080.00	Completion of two years studies in college	None required	None required	CS - Subprofessional / First Level Eligibility		Judicial Records Division
39	Clerk III	SBB-CK3-26-1998	6	172,080.00	Completion of two years studies in college	None required	None required	CS - Subprofessional / First Level Eligibility		Office of the Associate Justice Edgardo M. Caldoná
40	Interpreter III	SBB-INTER3-1-1998	12	265,788.00	Bachelor's Degree	None required	None required	CS - Professional / Second Level Eligibility		Office of the Executive Clerk of Court III, 3rd Div.
41	Interpreter III	SBB-INTER3-5-1998	12	265,788.00	Bachelor's Degree	None required	None required	CS - Professional / Second Level Eligibility		Office of the Executive Clerk of Court III, 2nd Div
42	Clerk III	SBB-CK3-8-1998	6	172,080.00	Completion of two years studies in college	None required	None required	CS - Subprofessional / First Level Eligibility		Office of the Executive Clerk of Court III, 2nd Div

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 28, 2018**.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Hon. AMPARO M. CABOTAJE-TANG
Presiding Justice
Sandiganbayan Centennial Building, Commonwealth Avenue
corner Batasan Road, Quezon City
sbpersonnel.application@yanoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.