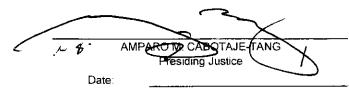


Republic of the Philippines

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Discos of
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Clerk III	SBB-CK3-2-1998	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 Alex L. Quiroz
2	Sheriff IV	SBB-SHE4-3-1998	12	265,788.00	two years studies	2 years of relevant experience	8 hours of relevant training	CS - Subprofessional / First Level Eligibility		Sheriff and Security Services Division
3	Mechanic II	SBB-MECH2-16-1998	. 6	172,080.00	High School Graduate or completion of relevant Vocational / trade course	None required	None required	None required (MC 11, s. 96-Cat. I)		Administrative 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 11, 2018.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture; SUBSCRIBED AND SWORN and SIGNED (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 submit their application to Personnel Section, addressed to:

Hon. AMPARO M. CABOTAJE-TANG

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner Batasan Road. Quezon City

APPROVED FOR POSTING

MA. TERESA S. PABULAYAN Executive Clerk of Court IV

CLERK III (SG-6)

Duties and Responsibilities:

Under immediate supervision, renders clerical assistance in the Office of the Associate Justice;

Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Associate Justice; and files records of the same; and Performs other related clerical tasks.

Qualification Standards:

Education : Completion of two years studies in college

Experience : none required Training : none required

Education: CS Subprofessional or First Level Eligibility

SHERIFF IV (SG-12)

Duties and Responsibilities:

Under general supervision, serves and/or executes all processes of the court; Keeps in custody and maintains record books on writs of execution, writs of attachment, writs of replevin, and writs of injunction, and other processes executed by him; and Performs such other related duties assigned to him by the authorities.

Qualification Standards:

Education : Completion of two years studies in college

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

CS Submerfestional

Eligibility : CS Subprofessional

MECHANIC II (SG-6)

Duties and Responsibilities:

- * Under general supervision, supervises and participates in the check-up of all vehicles of the Court to determine their road worthiness and performs necessary repair works on such vehicles;
- * Personally conducts the canvass of all spare parts that may be necessary in the repair of the vehicles of the Court.

Qualification Standards:

Education: High School Graduate or completion of relevant

Vocational/trade course

Experience: none required
Training: none required
Eligibility: (MC 11, s. 96-Cat. I)