

**APPROVED FOR POSTING**

REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
QUEZON CITY

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

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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:

**OFFICE OF ASSOCIATE JUSTICE LORIFEL L. PAHIMNA**  
**One (1) Clerk III – Salary Grade 06**

This notice shall be posted in three conspicuous places in the Sandiganbayan for a period of ten (10) days from the date hereof.

The deadline of submission to the Personnel Section, shall not be later than July 6, 2017.

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

**The applicants should disclose if they are related by consanguinity or affinity within the 3<sup>rd</sup> degree to any Sandiganbayan official or employee.**

**An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases.**

Quezon City, June 22, 2017.

  
**CHARMIE ANGELETTE V. ROMILLO**  
Chief Judicial Staff Officer  
Administrative Division 

Republic of the Philippines  
**Sandiganbayan**  
Quezon City

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## **VACANCY**

### **OFFICE OF ASSOCIATE JUSTICE LORIFEL L. PAHIMNA**

**Position Title:** Clerk III

**Department:** Office of Associate Justice Lorifel L. Pahimna

**Salary Grade:** 06 (Php. 13,851.00)

**Item Nos.:** SBB-CK3-33-1998

**No. of Vacancies:** 1

**Qualifications:**

<b>Education</b>	:	Completion of 2 years studies in college
<b>Experience</b>	:	None required
<b>Training</b>	:	None required
<b>Eligibility</b>	:	CS Subprofessional or First Level Eligibility

Please address your application letter to the **Hon. AMPARO M. CABOTAJE-TANG, Presiding Justice** with the attached personal data sheet, transcript of records, 2x2 ID picture & photocopy of civil service eligibility and submit to the **PERSONNEL SECTION** not later than **July 6, 2017**.

**Clerk III - Permanent**  
SG-6 – (Php. 13,851.00)

**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:**

<b>Education</b>	:	Completion of two years studies in college
<b>Experience</b>	:	none required
<b>Training</b>	:	none required
<b>Eligibility</b>	:	CS Subprofessional or First Level Eligibility