

REPUBLIC OF THE PHILIPPINES
Sandiganbayan
QUEZON CITY

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

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 THE CLERK OF COURT III, 3RD DIVISION
One (1) Clerk II – Salary Grade 04

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 April 5, 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 3rd 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, March 23, 2017.


CHARMIE ANGELETTE V. ROMILLO
Chief Judicial Staff Officer
Administrative Division

Republic of the Philippines
Sandiganbayan
Quezon City

VACANCY

OFFICE OF THE CLERK OF COURT III, 3RD DIVISION

Position Title: Clerk II

Department: Office of the Clerk of Court III, 3rd Division

Salary Grade: 04 (Php. 12,155.00)

Item Nos.: SBB-CK2-12-1998

No. of Vacancies: 1

Qualifications:

Education	:	Completion of 2 years studies in college
Experience	:	None required
Training	:	None required
Eligibility	:	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 **April 5, 2017**.

CLERK II

SG-04 (Php. 12,155.00)

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.

Qualification Standards:

Education	:	Completion of two years studies in college
Experience	:	None required
Training	:	None required
Education	:	CS Subprofessional