

APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

REPUBLIC OF THE PHILIPPINES

Sandiganbayan

QUEZON CITY

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 EXECUTIVE CLERK OF COURT III, SECOND DIVISION

Executive Assistant II – Salary Grade 17

Clerk II – Salary Grade 04

ADMINISTRATIVE DIVISION

Mechanic II – Salary Grade 6

This notice shall be posted in three (3) 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 January 24, 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, January 11, 2017.


CHARMIE ANGELETTE V. ROMILLO

Chief Judicial Staff Officer

Administrative Division

VACANCY

OFFICE OF THE EXECUTIVE CLERK OF COURT, SECOND DIVISION

Position Title: Executive Assistant II
Salary Grade: SG-17 (Php. 30,831.00)
Item No.: SBB-EXA2-5-1998
No. of Vacancies: 1
Qualifications:
 Education : Bachelor's Degree
 Experience : 1 year of relevant experience
 Training : 4 hours of relevant training
 Eligibility : CS Professional or Second Level Eligibility

Position Title: Clerk II
Salary Grade: SG-04 (Php. 11,658.00)
Item No.: SBB-CK2-6-1998
No. of Vacancies: 1
Qualifications:
 Education : Completion of two years studies in college
 Experience : None required
 Training : None required
 Eligibility : CS Subprofessional or First Level Eligibility

Position Title: Mechanic II
Salary Grade: SG-06 (Php. 13,378)
Item No.: SBB-MECH2-16-1998
No. of Vacancies: 1
Qualifications:
 Education : High School Graduate or completion of relevant Vocational/trade course
 Experience : None required
 Training : None required
 Eligibility : (MC 11, s. 96-Cat. I)

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 **January 24, 2017**.

Executive Assistant II
SG-17 (Php. 30,831.00)

Duties and Responsibilities:

- * Under general supervision, prepares the agenda, minutes and resolutions subject to review and approval of the Executive Clerk of Court III;
- * Screens pleadings received for immediate action of the Court; gathers data/statistics of all case in the Division as required by the *Sandiganbayan* and the Supreme Court;
- * Examines records (rollo) of case/s raffled to the Division to be acted upon by the Court (both in completion process and decisional stage);
- * Prepares warrant of arrest, hold departure order, summons of the newly raffled cases; prepares Order of Release upon filing of bond/s in criminal case/s;
- * Keeps watch over the status and progress of cases assigned to the division;
- * Prepares report; collates stenographic notes for cases that are submitted for decisions;
- * Receives and docket all records originally assigned to the Division for raffle; keeps, maintains and updates the Division's Docket Book;
- * Performs the duties of the Executive Clerk of Court III in her absence, except those which requires knowledge of law; assists in the general supervision of office personnel for effective and efficient delivery of service;
- * Performs inventory of cases as required by the Supreme Court; receives and records all documents (records, orders, agenda, minutes, resolution, return of subpoena, motions, warrants of arrest, returns of the sheriffs, pleadings of parties, letters from parties to the cases pending before the division and letter of inquiry from the general public or the Office of the President, the Department of Justice, from members of the Congress and Department Secretaries) intended for the Division;
- * Segregates the urgent from routine and turns them over to the Executive Clerk of Court III for her personal attention (urgent) and for assignment to the proper personnel (routine); brings to the attention of the Executive Clerk of Court III subpoena and warrants of arrest with negative returns;

Clerk II**SG-4 (Php. 11,658)****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; Performs paralegal functions; and
- * Does related tasks.

Mechanic II**SG-6 (Php. 13,378)****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.