

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, 5TH DIVISION
One (1) Clerk III – Salary Grade 06
One (1) Court Interpreter III – Salary Grade 12

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 February 28, 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, February 15, 2017.


CHARMIE ANGELETTE V. ROMILLO
Chief Judicial Staff Officer
Administrative Division

VACANCY

OFFICE OF THE CLERK OF COURT III, 5TH DIVISION

Position Title: Court Interpreter III

Department: Office of the Clerk of Court III, 5th Division

Salary Grade: 12 (Php. 21,387.00)

Item Nos.: SBB-INTER3-4-1998

No. of Vacancies: 1

Qualifications:

Education	:	Bachelor's Degree;
Experience	:	none required
Training	:	none required
Eligibility	:	CS Professional or Second Level Eligibility

Position Title: Clerk III

Department: Office of the Clerk of Court III, 5th Division

Salary Grade: 06 (Php. 13,851.00)

Item Nos.: SBB-CK3-3-1998

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 **February 28, 2017**.

Interpreter III

SG-12 (Php. 21,387.00)

MA. TERESA S. PABULAYAN

Executive Clerk of Court IV

Duties and Responsibilities:

- * Under general supervision, prepares the court calendar of the division;
- * Acts as translator of the court; attends all court hearing administers oath to witnesses;
- * Official custodian of exhibits submitted to the Court; prepares for the signature of the Executive Clerk of Court III, all minutes of the session;
- * In the absence of the Executive Clerk of Court, peruses/examines in-coming pleadings for the proper disposition; and
- * Performs other related duties as may be assigned by the Justices and/or the Executive Clerk of Court.

Qualification Standards:

Education : Bachelor's Degree;
Experience : none required
Training : none required
Eligibility ; CS Professional or Second Level Eligibility

Clerk III

SG-06 (Php. 13,851.00)

Duties and Responsibilities:

- * Under immediate supervision, renders clerical assistance in the Office of the Clerk of Court;
- * Types routine correspondence, memoranda for review of her immediate supervisor; and
- * Does other related tasks as may be assigned from time to time.

Qualification Standards:

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