

REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
QUEZON CITY

**APPROVED FOR POSTING**

**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:

**SHERIFF AND SECURITY SERVICES DIVISION**  
**Process Server – Salary Grade 5**

**ADMINISTRATIVE DIVISION**  
**Utility Worker II - Salary Grade 3**  
**Utility Worker I - Salary Grade 1**

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 February 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, January 24, 2017.

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

## **VACANCY**

### **SHERIFF AND SECURITY SERVICES DIVISION**

**Position Title:** Process Server  
**Salary Grade:** SG-5 (Php. 12,975.00)  
**Item No.:** SBB-PROCS-2-1998  
**No. of Vacancies:** 1  
**Qualifications:**  
    **Education :** High School Graduate  
    **Experience :** None required  
    **Training :** None required  
    **Eligibility :** None required (MC 11,s. 96 - Cat. III)

### **ADMINISTRATIVE DIVISION**

**Position Title:** Utility Worker II  
**Salary Grade:** SG-3 (Php. 11,387.00)  
**Item No.:** SBB-UTW2-49-1998  
**No. of Vacancies:** 1  
**Qualifications:**  
    **Education :** Must be able to read or write  
    **Experience :** None required  
    **Training :** None required  
    **Eligibility :** None required (MC 11,s. 96 - Cat. III)

**Position Title:** Utility Worker I  
**Salary Grade:** SG-1 (Php. 9,981.00)  
**Item No.:** SBB-UTW1-48-1998  
**No. of Vacancies:** 1  
**Qualifications:**  
    **Education :** Must be able to read or write  
    **Experience :** None required  
    **Training :** None required  
    **Eligibility :** None required (MC 11,s. 96 - Cat. III)

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 6, 2017**.

**Process Server**

SG-5 (Php. 12,975.00)

**Duties and Responsibilities:**

Under immediate supervision, serves summons, subpoenas, judicial writs, notices, decisions and other processes to party litigants, keeps receipts therefore; certifies under oath the service made;

Drops and collects mail matters; receives and transmits and/or implements instructions from his supervisors and does related work.

**Utility Worker II**

SG-3 (Php. 11,387.00)

**Duties and Responsibilities:**

- \* Under immediate supervision, generally performs physical and unskilled jobs including maintenance and general manual tasks;
- \* Does messengerial, simple carpentry and electrical works;
- \* Draws requisitions of supplies and materials; may double as driver when required;
- \* May operate simple mimeo and other reproduction processes;
- \* Performs all other functions of a general all around handyman;
- \* Does other related tasks as may be assigned from time to time.

**Utility Worker I**

SG-1 (Php. 9,981.00)

**Duties and Responsibilities:**

- \* Under immediate supervision, cleans and maintains offices, lavatories and court premises;
- \* Assists in the general servicing jobs;
- \* Draws requisitions of supplies and materials;
- \* Performs other related tasks as directed.