

APPROVED FOR POSTING

REPUBLIC OF THE PHILIPPINES

Sandiganbayan

QUEZON CITY

MA. TERESA S. PARULAYAN
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:

STENOGRAPHER'S POOL

Eight (8) Court Stenographer IV – Salary Grade 14

OFFICE OF THE PRESIDING JUSTICE

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 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*

Republic of the Philippines
Sandiganbayan
Quezon City

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

VACANCY

STENOGRAPHER'S POOL

Position Title: Court Stenographer IV
Department: Office of the Presiding Justice
Salary Grade: 14 (Php. 24,141.00)
Item Nos.: SBB-CSTG4-14-1998
SBB-CSTG4-15-1998
SBB-CSTG4-16-1998
SBB-CSTG4-18-1998
SBB-CSTG4-20-1998
SBB-CSTG4-25-1998
SBB-CSTG4-27-1998
SBB-CSTG4-34-1998

No. of Vacancies: 8

Qualifications:

Education	:	Completion of two years studies in college
Experience	:	3 years of relevant experience
Training	:	16 hours of relevant training
Eligibility	:	Civil Service (Subprofessional) or First Level Eligibility

OFFICE OF THE PRESIDING JUSTICE

Position Title: Clerk III
Department: Office of the Presiding Justice
Salary Grade: 06 (Php. 13,851.00)
Item Nos.: SBB-CK3-15-1998
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**.

Court Stenographer IV - Permanent

SG-14 (Php. 25,290.00)

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

Duties and Responsibilities:

- Under general supervision, records court proceedings and transcribes notes as directed by the Rules of Court; take down and transcribes in final form dictations of the Justices;
- Attends court sessions and pre-trial conferences of the Division where he/she is assigned and takes down in stenographic notes all the proceeding that transpire therein;
- Does other related work as directed by superiors.

Qualification Standards:

Education	:	Completion of two years studies in college
Experience	:	3 years of relevant experience
Training	:	16 hours of relevant training
Eligibility	:	CS Subprofessional or First Level Eligibility

Clerk III - Permanent

SG-6 – (Php. 13,851.00)

Duties and Responsibilities:

- Under immediate supervision, renders clerical assistance in the Office of the Presiding Justice;
- Types drafts and final copies of decisions, resolutions as well as correspondence emanating from the Office of the Presiding Justice; files records of the same; and
- Performs other related clerical tasks.

Qualification Standards:

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