



Republic of the Philippines
Court of Appeals
Manila

SELECTION AND PROMOTION BOARD

NOTICE OF VACANCIES

Attached hereto is a list of existing vacant position in the Court of Appeals with the corresponding qualification requirements and other information.

Interested and qualified applicants may file their application letters with the Secretariat of the Selection and Promotion Board, Personnel Division on or before **September 27, 2017**, together with the following documentary requirements:

For Insiders/Incumbent Employees in the Court of Appeals:

- ☆ Latest and duly accomplished Personal Data Sheet (CS Form 212, Rev. 2017); and
- ☆ Certificate of Eligibility (Authenticated by the Civil Service Commission);
- ☆ Official Transcript of Records (certified by the School Registrar);
- ☆ Certificate of Relevant Training;
- ☆ Individual Performance Commitment Review (IPCR) for the last 2 rating periods, (if applicable)

For Outsiders:

- ☆ Latest and duly accomplished Personal Data Sheet/Resume.
- ☆ Official Transcript of Records (certified by the School Registrar);
- ☆ Proof of Completion of Required Educational Attainment (if applicable);
- ☆ Certificate of Relevant Work Experience (with list of duties and responsibilities and period of employment);
- ☆ Certificate of Relevant Training;
- ☆ Individual Performance Commitment Review (IPCR) for the last 2 rating periods, (if applicable)

Note: Applications with lacking documentary requirements will not be included in the matrix of applicants.

September 13, 2017.

Teresita R. Marigomen
TERESITA R. MARIGOMEN
Executive Clerk of Court IV



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LIST OF VACANCY
(In compliance with Republic Act No. 7041)

<i>Position:</i>	COURT STENOGRAPHER IV
<i>Item No.</i>	CAPB-CSTG4-82-2003
<i>Salary Grade:</i>	14
<i>Office:</i>	OFFICE OF THE ASSOCIATE JUSTICE -CAGAYAN DE ORO CITY

QUALIFICATION STANDARDS/REQUIREMENTS:

EDUCATION: COMPLETION OF 2 YEARS STUDIES IN COLLEGE

EXPERIENCE: THREE (3) YEARS OF RELEVANT EXPERIENCE

TRAINING: SIXTEEN (16) HOURS OF RELEVANT TRAINING

ELIGIBILITY: CS SUBPROF./FIRST LEVEL ELIGIBILITY

☆ DEADLINE FOR SUBMISSION OF APPLICATION : SEPTEMBER 27, 2017