



Republic of the Philippines
Court of Appeals
Manila

SELECTION AND PROMOTION BOARD

NOTICE OF VACANCY

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 **October 2, 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
- ★ Official Transcript of Records (certified by the School Registrar);
- ★ 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);
- ★ 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 18, 2017.

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



Republic of the Philippines
Court of Appeals
Manila

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

<i>Position:</i>	NURSE 1 -CASUAL	
<i>Item No.</i>	NONE	
<i>Salary Grade:</i>	11	
<i>Office:</i>	MEDICAL AND DENTAL DIVISION	

QUALIFICATION STANDARDS/REQUIREMENTS:

EDUCATION: BACHELOR OF SCIENCE IN NURSING

EXPERIENCE: NONE REQUIRED

TRAINING: NONE REQUIRED

ELIGIBILITY: R.A. 1080

***DEADLINE OF SUBMISSION OF APPLICATION: OCTOBER 2, 2017**



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, Cebu City 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 **October 2, 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 18, 2017.

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



Republic of the Philippines
Court of Appeals
Manila

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

<i>Position:</i>	ACCOUNTING CLERK III
<i>Item No.</i>	CAPB-AC3-3-2003
<i>Salary Grade:</i>	8
<i>Office:</i>	ACCOUNTING AND DISBURSEMENT UNIT – CEBU CITY

QUALIFICATION STANDARDS/REQUIREMENTS:

EDUCATION: COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS SUBPROFESSIONAL/SECOND LEVEL ELIGIBILITY

<i>Position:</i>	CLERK II
<i>Item No.</i>	CAPB-CK2-23-2003
<i>Salary Grade:</i>	4
<i>Office:</i>	ARCHIVES UNIT – CEBU CITY

QUALIFICATION STANDARDS/REQUIREMENTS:

EDUCATION: COMPLETION OF 2 YEARS STUDIES IN COLLEGE
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS SUBPROF./FIRST LEVEL ELIGIBILITY

<i>Position:</i>	HUMAN RESOURCE MANAGEMENT AIDE	
<i>Item No.</i>	CAPB-HRMA-3-2003	
<i>Salary Grade:</i>	4	
<i>Office:</i>	PERSONNEL UNIT-CEBU CITY	

QUALIFICATION STANDARDS/REQUIREMENTS:

EDUCATION: COMPLETION OF 2 YEARS STUDIES IN COLLEGE

EXPERIENCE: NONE REQUIRED

TRAINING: NONE REQUIRED

ELIGIBILITY: CS SUBPROF./FIRST LEVEL ELIGIBILITY

★ DEADLINE FOR SUBMISSION OF APPLICATION : OCTOBER 2, 2017