



Republic of the Philippines  
Court of Appeals  
Manila

## SELECTION AND PROMOTION BOARD

### NOTICE OF VACANCY

Attached hereto is a list of existing vacant positions 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 3, 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);
- ★ 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 19, 2017

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



Republic of the Philippines  
Court of Appeals  
Manila

*On for Posting  
Gen. R. Manzano  
9/14*

LIST OF VACANCY

(In compliance with Republic Act No. 7041)

Position:	COMPUTER OPERATOR I
Item No.	CAPB-COMPO1-64-2012
Salary Grade:	7
Office:	OFFICE OF THE DIVISION CLERK OF COURT ATTY. SELENE V. CONANAN

QUALIFICATION STANDARDS/REQUIREMENTS:

**EDUCATION:** COMPLETION OF 2 YRS. STUDIES IN COLLEGE W/ ATLEAST 72 ACADEMIC UNITS LEADING TO A DEGREE OR HAS COMPLETED 2-YEAR COLLEGIATE TECHNICAL COURSE W/ AT LEAST 9 UNITS IN EITHER ENGLISH OR MATHEMATICS OR A COMBINATION OF BOTH IN THE CURRICULUM

**EXPERIENCE:** NONE REQUIRED

**TRAINING:** NONE REQUIRED

**ELIGIBILITY:** CAREER SERVICE (SubProfessional)/FIRST LEVEL ELIGIBILITY/DATA ENCODER ELIGIBILITY.

\*DEADLINE OF SUBMISSION OF APPLICATION: OCTOBER 3, 2017