



Republic of the Philippines  
Court of Appeals  
Manila

*ok for posting*  
*2017 9/25*

## SELECTION AND PROMOTION BOARD

### NOTICE OF VACANCIES

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 5, 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 22, 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>	COMPUTER OPERATOR II
<i>Item No.</i>	CAPB-COMPO2-12-2012; CAPB-COMPO2-13-2012
<i>Salary Grade:</i>	9
<i>No. of Vacancies</i>	2
<i>Office:</i>	JUDICIAL RECORDS DIVISION

QUALIFICATION STANDARDS/REQUIREMENTS:

**EDUCATION:** COMPLETION OF 2 YEARS COLLEGE COURSE OR HIGH SCHOOL GRADUATE WITH 2 YEAR IT TRADE DIPLOMA COURSE

**TRAINING:** 40 HOURS TRAINING IN COMPUTER HARDWARE TROUBLESHOOTING AND MAINTENANCE AND OFFICE PRODUCTIVITY TOOLS

**EXPERIENCE:** TWO (2) YEAR EXPERIENCE IN SOFTWARE OR COMPUTER HARDWARE MAINTENANCE; DEMONSTRATED EXPERIENCE IN THE USE OF OFFICE PRODUCTIVITY SOFTWARE (WORD PROCESSING, PRESENTATION, CALCULATION TOOL); KNOWLEDGE IN DETECTING COMPUTER VIRUSES

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

<i>Position:</i>	COMPUTER OPERATOR I
<i>Item No.</i>	CAPB-COMPO1-34-2012; CAPB-COMPO1-40-2012;
<i>Salary Grade:</i>	7
<i>No. of Vacancies</i>	2
<i>Office:</i>	JUDICIAL RECORDS DIVISION

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 5, 2017