



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 **October 18, 2017**, together with the following documentary requirements:

For Insiders/Incumbent Employees in the Court of Appeals:

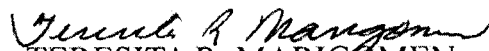
- ★ Latest and duly accomplished Personal Data Sheet (CS Form 212, Rev. 2017); and
- ★ Certificate of Eligibility (Authenticated by the Civil Service Commission);
- ★ Official Transcript of Records (certified by the School Registrar);
- ★ Certificate of Relevant Training (if applicable)
- ★ Individual 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 (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.

October 4, 2017.


TERESITA R. MARIGOMEN
Executive Clerk of Court IV



Republic of the Philippines
Court of Appeals
Manila

*OK for posting
Cecilia Mangin
10/19*

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

Position:	CLERK IV
Item No.	CAPB-CK4-50-1998
Salary Grade:	8
Office:	OFFICE OF JUSTICE RENATO C. FRANCISCO

QUALIFICATION STANDARDS/REQUIREMENTS:

EDUCATION: COMPLETION OF 2 YEARS STUDIES IN COLLEGE
EXPERIENCE: ONE YEAR RELEVANT EXPERIENCE
TRAINING: FOUR HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS SUBPROF./FIRST LEVEL ELIGIBILITY

Position:	CLERK II
Item No.	CAPB-CK2-43-1998
Salary Grade:	4
Office:	MAILING & DELIVERY SECTION

QUALIFICATION STANDARDS/REQUIREMENTS:

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

*DEADLINE OF SUBMISSION OF APPLICATION: OCTOBER 18, 2017