



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 **November 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) (if applicable)

For Outsiders:

- ★ Personal Data Sheet/Resume;
- ★ Official Transcript of Records (certified by the School Registrar);
- ★ Proof of Completion of Required Educational Attainment (if applicable);
- ★ Certificate of Eligibility (Authenticated by the Civil Service Commission);
- ★ Individual Performance Commitment Review (IPCR) (if applicable)

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

October 18, 2017.


TERESITA R. MARIGOMEN
Chairman, Promotions & Selection Board



Republic of the Philippines
Court of Appeals
Manila

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

<i>Position:</i>	CLERK II
<i>Item No.</i>	CAPB-CK2-45-1998
<i>Salary Grade:</i>	4
<i>Office:</i>	OFFICE OF THE DIVISION CLERK OF COURT (ATTY. DIONISIO C. JIMENEZ)

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>	UTILITY WORKER I
<i>Item No.</i>	CAPB-UTW1-32-1998
<i>Salary Grade:</i>	1
<i>Office:</i>	GENERAL SERVICES DIVISION-MAINTENANCE & UTILITY SECTION

QUALIFICATION STANDARDS/REQUIREMENTS:

EDUCATION: MUST BE ABLE TO READ AND WRITE.

EXPERIENCE: NONE REQUIRED

TRAINING: NONE REQUIRED

ELIGIBILITY: NONE REQUIRED

*DEADLINE OF SUBMISSION OF APPLICATION: NOVEMBER 3, 2017