



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 **November 14, 2017**, together with the following documentary requirements:

For Insiders/Incumbent Employees in the Court of Appeals:

Clerk IV :


- ✧ 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.

October 27, 2017


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>	CLERK IV
<i>Item No.</i>	CAPB-CK4-57-1998
<i>Salary Grade:</i>	8
<i>Office:</i>	OFFICE OF JUSTICE EDWIN D. SORONGON

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

<i>Position:</i>	CLERK IV
<i>Item No.</i>	CAPB-CK4-18-1998
<i>Salary Grade:</i>	8
<i>Office:</i>	OFFICE OF PRISCILLA J. BALTAZAR-PADILLA

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

*DEADLINE OF SUBMISSION OF APPLICATION: NOVEMBER 14, 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 **November 14, 2017**, together with the following documentary requirements:

For Insiders/Incumbent Employees in the Court of Appeals:

Clerk II:

- ★ 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)

For Utility Worker I:

- ★ Personal Data Sheet/Resume

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

October 27, 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-CK2-23-2003
<i>Salary Grade:</i>	4
<i>Office:</i>	ARCHIVES AND RECEIVING 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>	UTILITY WORKER I
<i>Item No.</i>	CAPB-UTW1-53-2003
<i>Salary Grade:</i>	1
<i>Office:</i>	JUDICIAL RECORDS SECTION (CEBU CITY)

QUALIFICATION STANDARDS/REQUIREMENTS:

EDUCATION: MUST BE ALBE TO READ AND WRITE.

EXPERIENCE: NONE REQUIRED

TRAINING: NONE REQUIRED

ELIGIBILITY: NONE REQUIRED

*DEADLINE OF SUBMISSION OF APPLICATION: NOVEMBER 14, 2017