



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 **November 27, 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);
- ★ Certificate of training in computer hardware troubleshooting and maintenance and office productivity tools (40 hrs.) (for Computer Operators)

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);
- ★ Certificate of training in computer hardware troubleshooting and maintenance and office productivity tools (40 hrs.) (for Computer Operators)

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

November 8, 2017


TERESITA R. MARIGOMEN
Chairman, Promotions & Selection Board



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

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|-------------------------|-------------------------------------------------|
| <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)

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|-------------------------|--------------------------------------------|
| <i>Position:</i> | CLERK II |
| <i>Item No.</i> | CAPB-CK2-36-1998; CAPB-CK2-39-1998 |
| <i>Salary Grade:</i> | 4 |
| <i>No. of Vacancies</i> | 2 |
| <i>Office:</i> | RECEIVING SECTION; ARCHIVES 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: NOVEMBER 27, 2017