



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 29, 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.**

November 9, 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>	<b>CLERK II</b>
<i>Item No.</i>	<b>CAPB-CK2-25-1998</b>
<i>Salary Grade:</i>	<b>4</b>
<i>Office:</i>	<b>OFFICE OF D.C.C. ATTY. CAROLINE O. PERALTA</b>

**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 29, 2017**