



Republic of the Philippines
Supreme Court
Manila

ANNOUNCEMENT


The Supreme Court announces that submission of applications for the vacant position of EXECUTIVE OFFICER in the Mandatory Continuing Legal Education Office, may be submitted to the SCHRMPSTB Secretariat **on or before June 13, 2023 (Tuesday)**:

<i>Position:</i>	Executive Officer
<i>Office:</i>	Mandatory Continuing Legal Education Office
<i>Item No.:</i>	DIR4-1-2004
<i>Salary Grade:</i>	29
<i>Qualifications:</i>	A citizen of the Philippines, a member of good standing of the IBP, and with at least five (5) years experience in law practice and thirty-two (32) hours of relevant training in management and supervision. *

* Court En Banc Resolution dated 5 August 2003 in AM No. 01-7-08-SC

Interested and qualified applicants may submit **two (2) sets** of their application letter, together with the required documents, at the Office of Administrative Services, 4th Floor Centennial Building, Supreme Court:

- Latest and duly accomplished Personal Data Sheet, with Work Experience Sheet (CS Form 212, Rev. 2017);
- Official Transcript of Records;
- Certificate of Relevant Training/s;
- Certificate of Required Eligibility with rating; and,
- Performance Rating for the last 2 rating periods, if applicable.


MARIFE M. LOMIBAO-CUEVAS
Clerk of Court

Date Posted: June 1, 2023