



Republic of the Philippines  
**Supreme Court**  
Manila

**ANNOUNCEMENT**

The Supreme Court announces that submission of applications for the vacant position of ASSISTANT COURT ADMINISTRATOR in the Public Information Office, may be submitted to the SCHRMPSTB Secretariat **on or before January 15, 2024 (Friday)**:

<i>Position:</i>	<b>ASSISTANT COURT ADMINISTRATOR (SPOKESPERSON)</b>
<i>Office:</i>	Public Information Office
<i>Item No.:</i>	ACASC-23-1999
<i>Salary Grade:</i>	30
<i>Qualifications:</i>	Bachelor of Laws; 15 years or more a judge of a lower court or engaged in the practice of law in the Philippines; RA 1080 (Attorney)*

\* Court En Banc Resolution dated 12 November 2002 in AM No. 02-11-02-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, 4<sup>th</sup> 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:* December 15, 2023