

REPUBLIC OF THE PHILIPPINES  
**REGIONAL TRIAL COURT**  
FOURTH JUDICIAL REGION  
OFFICE OF THE CLERK OF COURT  
TRECE MARTIRES CITY

NOTICE OF VACANCY

Notice is hereby given that the position of PROCESS SERVER (Item No. PROCS-174-2014, SG 5) in the Regional Trial Court, Office of the Clerk of Court, Trece Martires City is vacant.

Applicant/s must possess the following qualifications:

|             |   |                      |
|-------------|---|----------------------|
| Education   | : | High School Graduate |
| Experience  | : | None Required        |
| Training    | : | None Required        |
| Eligibility | : | None Required        |

Please submit your application/s, together with the complete requirements (see attached checklist of requirements) on or before February 28, 2019 to the Honorable Caesar C. Buenagua, Acting-Executive Judge.

Trece Martires City, January 28, 2019.

  
MARIBEL LILLED R. ASUNCION ROXAS  
Clerk of Court VI



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

Name of Applicant:

Position Applied: CASH CLERK II, CLERK III, PROCESS SERVER & UTILITY WORKER I

Station:

CHECKLIST OF REQUIREMENTS FOR  
APPOINTMENT IN THE LOWER COURTS

- (X) List of Indorsed applicants;
- (X) Certification under oath by the Presiding Judge/Executive Judge that the list submitted contains the name/s of all the applicant/s who applied for the position pursuant to OCA Circular No. 74-2010;
- (X) Certification under oath by the Clerk of Court (COC in the OCC for vacancies in the OCC or COC in the branch for vacancies in the branch) that the position to be filled up has been posted in three (3) conspicuous places in the court's premises and other public places for a period of at least ten (10) calendar days pursuant to R.A.No. 7041, indicating the date when the notice was posted and the public places where it was posted pursuant to OCA Circular No. 74-2010 as amended by OCA Circular No. 44-2013 (PLEASE USE THE PRESCRIBED FORMAT)
- (X) Selection and Promotion Board-LC Forms: Recommendation Form (Form 001), Interview Results Form (Form 002), and Examination Results (Form 003) prescribed under OCA Circular No. 128-2016.
- (X) Favorable recommendation/Indorsement of Presiding Judge; (ORIGINAL COPY)
- (X) Favorable recommendation/Indorsement of the Executive Judge; (ORIGINAL COPY)
- ( ) Comment of the Clerk of Court on the application(if vacancy is in the Office of the Clerk of Court);
- (X) Four (4) copies of properly, completely and recently accomplished Personal Data Sheet with work experience sheet (CSC Form 212, Revised 2017) and with latest 3.5 cm x 4.5 cm (passport size) pictures; **PLS USE THE PRESCRIBED FORMAT**
- (X) Authenticated copy of Civil Service Eligibility from the CSC Regional Office and official receipt of payment for authentication (2 copies) or authenticated copies of Board Rating and Professional Regulation Commission (PRC) License from the PRC (2 copies each) (for positions requiring civil service eligibility);
- (X) Transcript of School Records duly authenticated by the School Registrar or other authorized school official; **(FOR TRANSFEREE AND ORIGINAL/REEMPLOYMENT APPOINTMENT)**
- (X) Sworn Affidavit executed by the applicant/recommendee that he/she has no relative(s) within the third civil degree of consanguinity or affinity who is an incumbent employee in the subject branch/office; **(FOR TRANSFEREE AND ORIGINAL/REEMPLOYMENT APPOINTMENT)**
- (X) Properly accomplished Position Description Form (CSC Form No. 211, Revised 2017);
- (X) Birth Certificate issued by the PSA, 2 copies; **(FOR TRANSFEREE AND ORIGINAL/REEMPLOYMENT APPOINTMENT)**
- (X) Certificate of Marriage issued by the PSA, 2 copies; (for married women); **(FOR TRANSFEREE AND ORIGINAL/REEMPLOYMENT APPOINTMENT)**
- (X) Latest Medical Certificate (CSC Form No. 211, Revised 2017) with attached original copy of laboratory results; if in case the same could not be submitted yet, the applicant for the meantime can submit affidavit that he/she is fit to work subject to the submission of the said medical certificate and; **(FOR ORIGINAL/REEMPLOYMENT APPOINTMENT)**
- (X) Latest NBI Clearance; **(FOR ORIGINAL/REEMPLOYMENT APPOINTMENT)**
- (X) Latest Performance rating(IPCR); **(FOR TRANSFEREE AND PROMOTION APPOINTMENT) (JAN-JUNE and JULY-DECEMBER 2018)**
- (X) Clearance from present office indicating no money and property accountabilities;
- (X) Certification from present office indicating no pending criminal and/or administrative cases;
- (X) Conformity on the application to transfer from the Presiding Judge/Executive Judge of the present station/office for lower court personnel;
- (X) In cases of demotion in salary or in rank, written manifestation on his/her willingness to accept the salary rate of the position applied for;
- (X) Latest Authenticated copy of service record;
- (X) Certified photocopy of last approved appointment;

**NOTE:** The required documents should be submitted in the order of arrangement as indicated above and should be in two (2) copies including the original copy.