

Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the COMMISSION ON ELECTIONS in the CSC website:

  
**LEONILA B. GALBAN**  
HRMO

Date: **May 10, 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Election Officer IV	EO4-83-2015	21	P65,325.00*	Bachelor's Degree relevant to the job	Eight (8) hrs. of relevant training	Two (2) year of relevant experience	Career Service Prof. or appropriate 2nd level eligibility	N. A.	Catbalogan City, Samar
2	Election Officer IV	EO4-64-1996	21	P65,325.00*	Bachelor's Degree relevant to the job	Eight (8) hrs. of relevant training	Two (2) year of relevant experience	Career Service Prof. or appropriate 2nd level eligibility	N. A.	Calbayog City, Samar
3	Election Officer III	EO3-34-2015	18	P46,731.00*	Bachelor's Degree relevant to the job	Eight (8) hrs. of relevant training	Two (2) year of relevant experience	Career Service Prof. or appropriate 2nd level eligibility	N. A.	Naval, Biliran
4	Election Officer III	EO3-237-1996	18	P46,731.00*	Bachelor's Degree relevant to the job	Eight (8) hrs. of relevant training	Two (2) year of relevant experience	Career Service Prof. or appropriate 2nd level eligibility	N. A.	Borongan City, Eastern Samar

Notes: (1) The above-stated QS are applicable to the positions of Election Officer III and IV in the municipalities which are not capital towns w/ registered voters of 15,000, for Election Officer III & 50,000 and up, for Election Officer IV; (2) For the positions of Election Officer III & IV in cities & capital towns, holders must be members of the Philippine BAR as provided in Sec. 54 of the Omnibus Election Code, with 4th salary step upon entry, as approved by DEM through its circular dated January 17, 1992.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **May 23, 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. NBI clearance (additional requirement)
6. Ombudsman Clearances (for applicants to the positions in COMELEC with SG 11 & above; applicable for insider & transferee-applicants from other govt. office)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ATTY. NOLI R. PIPO**

Director IV

COMELEC Regional Office No. VIII, 128 Paterno St., Tacloban City  
[comelecregion8careers@gmail.com](mailto:comelecregion8careers@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**