

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:

Date: June 07, 2022


LEONILA B. GALBAN
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide I (UW I) <i>* anticipated vacancy</i>	ADA1-156-2005	1	P12,517.00	Must be able to read & write	None required	None required	None required	N. A.	Office of the Provincial Election Supervisor, Cataraman, Northern Samar

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 June 17, 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;
 2. Performance rating **in the last rating period** (if applicable);
 3. Photocopy of certificate of eligibility/rating/license (if applicable); and
 4. Photocopy of Transcript of Records (if applicable)
 5. NBI clearance (additional requirement)
- This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

ATTY. NOLLI R. PIPO

Director IV

COMELEC Regional Office No. VIII, 128 Paterno St., Tacloban City

comelecregion8careers@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.