

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

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

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

*Galw*  
LEONILA B. GALBAN  
HRMO  
Date: Sept. 04, 2018

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	Election Assistant II	EA2-105-1998	9	Php17,473.00	Bachelor's Degree	None required	None required	C.S. Sub- Prof. or its equivalent	-	OEO, Abuyog, Leyte
2	Election Assistant II	EA2-179-2015	9	Php17,473.00	Bachelor's Degree	None required	None required	C.S. Sub- Prof. or its equivalent	-	OEO, Matuguinao, Samar
3	Election Assistant II	EA2-228-1998	9	Php17,473.00	Bachelor's Degree	None required	None required	C.S. Sub- Prof. or its equivalent	-	OEO, Zumarraga, Samar
4	Election Assistant II	EA2-72-2015	9	Php17,473.00	Bachelor's Degree	None required	None required	C.S. Sub- Prof. or its equivalent	-	OEO, Lapinig, Northern Samar

Note: OEO- Office of the Election Officer

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below:

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*)

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

ATTY. FELICISIMO A. EMBALSADO

Director III /Highest Ranking HRMO

Through LEONILA B. GALBAN, HRMO-Designate

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

[comelec\\_region8@yahoo.com.ph](mailto:comelec_region8@yahoo.com.ph)

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