

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: January 4, 2021

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 Assistant II	EA2-124-1998	9	18,784	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Jaro, Leyte
2	Election Assistant II	EA2-108-1998	9	18,784	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Javier, Leyte
3	Election Assistant II	EA2-182-1998	9	18,784	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Can-avid, Eastern Samar
4	Election Assistant II	EA2-6-2019	9	18,784	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Mercedes, Eastern Samar
5	Election Assistant II	EA2-207-1998	9	18,784	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	San Jose, Northern Samar
6	Election Assistant II	EA2-182-2015	9	18,784	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Rosario, Northern Samar
7	Computer Maintenance Technologist 1	CTMT-41-2015	11	22,316	Bachelor's Degree relevant to the job	None required	None required	C.S. Prof. or its equivalent	-	OPES, Catbalogan City*
8	Administrative Aide III (UW II)	ADA3-91-2005	3	13,019	Able to read and write	None required	None required	None required	-	ORED, Tacloban City**

\*Office of the Provincial Election Supervisor

\*\*Office of the Regional Election Director

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 January 21, 2021.

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 Clearance ( for SG 11 & above , applicable for insider & transferee applicants from gov't. office)

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

**ATTY. JOSE NICK A. MENDROS**  
Director IV  
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.**