

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



o: 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:

*Galban*  
**LEONILA B. GALBAN**  
HRMO

Date: 16 January 2019

| No. | Position Title<br>(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                                  | EA2-138-1998       | 9                      | Php17,473.00   | Bachelor's Degree       | None required | None required | C.S. Sub-Prof. or its equivalent | -                          | OEO, Villaba, Leyte             |
| 2   | Election Assistant II                                  | EA2-144-1998       | 9                      | Php17,473.00   | Bachelor's Degree       | None required | None required | C.S. Sub-Prof. or its equivalent | -                          | OEO, Baybay City                |
| 3   | Election Assistant II                                  | EA2-154-1998       | 9                      | Php17,473.00   | Bachelor's Degree       | None required | None required | C.S. Sub-Prof. or its equivalent | -                          | OEO, Ormoc City                 |
| 4   | Election Assistant II                                  | EA2-162-1998       | 9                      | Php17,473.00   | Bachelor's Degree       | None required | None required | C.S. Sub-Prof. or its equivalent | -                          | OEO, Hinunangan, Southern Leyte |
|     | NOTHING FOLLOWS  |                    |                        |                |                         |               |               |                                  |                            |                                 |

Note: OEO- Office of the Election Officer  
Monthly Salary: still based on the 3rd tranche Salary Schedule

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*)
6. Ombudsman Clearance ( for SG 11 & above , applicable for insider & transferee applicants)

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

**ATTY. FELICISIMO A. EMBALSADO**

Director III /Highest Ranking HRMO  
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.**