

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:

Yahh
LEONILA B. GALBAN
HRMO

Date: February 2, 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 Officer III	EO3-233-1998	18	P43,681	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hrs. of relevant training	C.S. Prof. or appropriate elig.	-	Burauen, Leyte
2	Election Officer III	EO3-332-2015	18	P43,681	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hrs. of relevant training	C.S. Prof. or appropriate elig.	-	Capoocan, Leyte
3	Election Officer III	EO3-237-1998	18	P45,209*	Juris Doctor (Bachelor of Laws)	Two (2) years of relevant experience	Eight (8) hrs. of relevant training	R.A. 1080 (BAR) **	-	Borongan City
4	Election Officer II	EO2-833-1998	15	P33,575	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hrs. of relevant training	C.S. Prof. or appropriate elig.	-	Anahawan, Southern Leyte
5	Election Officer II	EO2-822-1998	15	P33,575	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hrs. of relevant training	C.S. Prof. or appropriate elig.	-	Sto. Nino, Samar
6	Election Officer II	EO2-769-1998	15	P33,575	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hrs. of relevant training	C.S. Prof. or appropriate elig.	-	Arteche, Eastern Samar
7	Election Assistant II	EA2-172-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	St. Bernard, Southern Leyte

*4th salary step for lawyers - as approved by DBM on Jan. 17, 1992

** pursuant to Sec. 54 of OEC

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 February 16, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.