

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

RECEIVED
FEB 03 2020 2:32 PM
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE 9

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:

Yally
LEONILA B. GALBAN
HRMO

Date: February 03, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assign
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Election Officer II	EO2-53-2015	9	P32,053.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Jipapad, Eastern S
2	Election Assistant II	EA2-131-1998	9	P18,763.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Matag-ob, Leyt
3	Election Assistant II	EA2-141-1998	9	P18,763.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Baybay City
4	Election Assistant II	EA2-96-1998	9	P18,763.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	OPES, Southern L
5	Election Assistant II	EA2-185-1998	9	P18,763.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	San Antonio, North Samar
NOTHING FOLLOWS										

Submission of applications is not later than February 21, 2020

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;
2. Performance rating in the last rating period (if applicable);
3. Certified Photocopy of certificate of eligibility/rating/license; and
4. Certified 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.