

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

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 CIVIL SERVICE COMMISSION
 LEYTE FIELD OFFICE

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:

Galban
LEONILA B. GALBAN
 HRMO
 Date: February 05, 2020

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 II	EO2-53-2015	15*	P32,053.00	Bachelor's Degree	Four (4) hours of relevant training *	One (1) year of relevant experience *	C.S. Prof. or its equivalent *	-	Jipapad, Eastern Samar
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, Leyte
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 Leyte
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, Northern Samar
	NOTHING FOLLOWS									

Deadline of submission of applications is not later than February 21, 2020

*corrections to the publication earlier posted on Feb. 03, 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.