

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the hereunder vacant position, which are authorized to be filled, at the COMMISSION ON ELECTIONS in the CSC website:

*Yahw*  
**LEONILA B. GALBAN**  
HRMO  
Date: March 05, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Qualification Standards		Competency (if applicable)	Place of Assignment
							Experience	Eligibility		
1	Election Assistant II	EA2-185-2015	9	P18,763.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	San Antonio, Northern Samar
	NOTHING FOLLOWS									

Note: correction of item no. re publication earlier posted on Feb. 05, 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](http://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](mailto:comelec_region8@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.