


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:


LEONILA B. GALBAN
HRMO

Date: March 9, 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	EO3-34-2015	18	P45,209.00*	Juris Doctor (Bachelor of Laws)	Two (2) years of relevant experience	Eight (8) hrs. of relevant training	R.A. 1080 (BAR) **	-	Naval, Biliran
2	Election Officer IV	EO4-64-1998	21	P63,777.00*	Juris Doctor (Bachelor of Laws)	Two (2) years of relevant experience	Eight (8) hrs. of relevant training	R.A. 1080 (BAR) **	-	Calbayog City, Samar
3	Election Assistant II	EA2-215-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Daram, Samar
4	Election Assistant II	EA2-209-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Almagro, Samar

*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 March 23, 2021. *(Corrected date of the deadline of submission of application; The above-stated vacant positions were first published on March 9, 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

comelecregion8careers@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.