

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: May 5, 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 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
2	Election Officer II	EO2-83-1998	15	P33,575.00	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.	-	Pintuyan, Southern Leyte
3	Election Officer II	EO2-802-1998	15	P33,575.00	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.	-	San Jose, Northern Samar
4	Administrative Assistant V (Stenographic Reporter III)	ADAS5-28-2005	11	P23,877.00	Completion of two (2) years studies in college	Two (2) years of relevant experience	Eight (8) hrs. of relevant training	C.S. Sub-Prof. or appropriate elig.	-	Office of the Regional Election Director, Tacloban City
5	Election Assistant II	EA2-214-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Catbalogan City, Samar
6	Election Assistant II	EA2-229-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Calbayog City, Samar
7	Election Assistant II	EA2-194-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Silago, Southern Leyte
8	Election Assistant II	EA2-168-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Macrohon, Southern Leyte
9	Election Assistant II	EA2-67-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Giporlos, Eastern Samar
10	Election Assistant II	EA2-199-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Laoang, Northern Samar
11	Election Assistant II	EA2-183-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	-	Silvino Lubos, Northern Samar

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

** pursuant to Sec. 54 of the Omnibus Election Code

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 May 27, 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.