

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: July 05, 2022

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	P45,203.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Prof. or appropriate 2nd level elig.	N.A.	Naval, Biliran
2	Election Officer III	EO3-227-1998	18	P45,203.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Prof. or appropriate 2nd level elig.	N.A.	Dulag, Leyte
3	Election Officer III	EO3-311-2015	18	P45,203.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Prof. or appropriate 2nd level elig.	N.A.	Daram, Samar

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 **July 18, 2022**.

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. Photocopy of certificate of eligibility/rating/license (if applicable); and
4. Photocopy of Transcript of Records (if applicable)
5. NBI clearance (additional requirement)
6. Ombudsman Clearance (for applicants to the positions in COMELEC with SG 11 & above; applicable for insider & transferee-applicants from other gov't office)
7. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**NOTES:** (1) The above-stated QS is applicable to the position of Election Officer III which is not a city/capital town w/ registered voters of 15,000 to below 50,000 (2) For the position of Election Officer III (Naval, Biliran) which is a capital town in the province of Biliran, holder must be member of the Philippine BAR as provided in Sec. 54 of the Omnibus Election Code, with 4th salary step upon entry, as approved by DBM through its Circular dated January 17, 1992.

**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](mailto:comelecregion8careers@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**