

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

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must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of COMMISSION ON ELECTIONS in the CSC website:

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ATTY. JOSE NICK A. MENDROS
DIR. IV, Commission on Elections Region 8
Date: 16 July 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Election Assistant I	EA1-11-1998	7	Php15,254.00	Bachelor's Degree	None required	None required	C.S.Prof./ any 1st level elig.	OEO, Limasawa, Southern Leyte
2	Election Assistant II	EA2-215-1998	9	Php17,473.00	Bachelor's Degree	None required	None required	C.S.Prof./ any 1st level elig.	OEO, Daram, Samar
3	Election Officer III	EO3-34-2015	18	Php39,477.00*	Bachelor of Laws	(8) hours of relevant training	(2) yrs. of relevant exp.	R.A. 1080 (BAR)	OEO, Naval, Biliran (capital town)
4	Election Officer III	EO3-237-1998	18	Php39,477.00*	Bachelor of Laws	(8) hours of relevant training	(2) yrs of relevant exp.	R.A. 1080 (BAR)	OEO, Borongan City, Eastern Samar
5	Election Officer IV	EO4-82-2015	21	Php54,952.00*	Bachelor of Laws	(8) hours of relevant training	(2) yrs of relevant exp.	R.A. 1080 (BAR)	OEO, Maasin City, Southern Leyte
6	Election Officer IV	EO4-83-2015	21	Php54,952.00*	Bachelor of Laws	(8) hours of relevant training	(2) yrs of relevant exp.	R.A. 1080 (BAR)	OEO, Catbalogan City, Samar
7	Election Officer IV	EO4-64-1998	21	Php54,952.00*	Bachelor of Laws	(8) hours of relevant training	(2) yrs of relevant exp.	R.A. 1080 (BAR)	OEO, Calbayog City, Samar

Note: OEO- Office of the Election Officer
*lawyer positions (with step increment)

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. NBI clearance for Election Assistant II; NBI & Ombudsman Clearance for Election Officer applicants (Ombudsman clearance only for insider & transfer-applicants from other gov't. Office)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Atty. Jose Nick A. Mendros/Commission on Elections
Director IV
128 Paterno St., Tacloban City
comelec_region8@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.