


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 is authorized to be filled, at the COMMISSION ON ELECTIONS in the CSC website:

  
**LEONILA B. GALBAN**  
HRMO  
Date: Aug. 05, 2020

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 II	EO2-753-1998	15	P32,053.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Prof. or its equivalent	-	Lapaz, Leyte

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 August 17, 2020 (extended deadline)

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.