

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 following vacant positions, which are authorized to be filled, at the COMMISSION ON ELECTIONS in the CSC website:

*Galban*  
**LEONILA B. GALBAN**  
HRMO

Date: September 09, 2019

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 Assistant II	EA2-107-1998	9	P17,975.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Dulag, Leyte
2	Election Assistant II	EA2-220-1998	9	P17,975.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Sta. Margarita, Samar
NOTHING FOLLOWS										

Note: OPES- Office of the Provincial Election Supervisor

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](http://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. FELICISIMO A. EMBALSADO**

Director III

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.

*Felicisimo*