

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: October 22, 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	EO4-83-2015	21	P63,777.00 *	Juris Doctor (Bachelor of Laws)	Eight (8) hours of relevant training	Two (2) years of relevant experience	R.A. 1080 (BAR)	N.A.	Catbalogan City, Samar
2	Election Officer IV	EO4-64-1998	21	P63,777.00 *	Juris Doctor (Bachelor of Laws)	Eight (8) hours of relevant training	Two (2) years of relevant experience	R.A. 1080 (BAR)	N.A.	Calbayog City, Samar
3	Election Officer III	EO3-34-2015	18	P45,209.00 *	Juris Doctor (Bachelor of Laws)	Eight (8) hours of relevant training	Two (2) years of relevant experience	R.A. 1080 (BAR)	N.A.	Naval, Biliran
NOTHING FOLLOWS										

\* 4th salary step increment for EO-lawyers (approved by DBM on 01/17/92)

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and send to the address below not later than November 22, 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](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 applicants to the positions in COMELEC with SG 11 & above ; applicable for insider & transferee -applicants from other gov't. office)

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

ATTY. RAFAEL B. OLAÑO  
Director IV  
COMELEC Regional Office No. VIII, 128 Paterno St.,  
comelecregion8careers@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Election Officer II	EO2-810-1998	15	P33,575.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year (of relevant experience	C.S. Prof. or any appropriate elig.	N.A.	Lope De Vega, Northern Samar
2	Election Assistant II	EA2-171-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or any appropriate elig.	N.A.	Padre Burgos, Southern Leyte
3	Election Assistant II	EA2-177-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or any appropriate elig.	N.A.	San Ricardo, Southern Leyte
4	Administrative Aide I (UW I)	ADA1-154-2005	1	P12,034.00	Must be able to read and write	None required	None required	None required	N.A.	Office of the Provincial Election Supervisor, Maasin City, Southern Leyte
5	Election Assistant II	EA2-179-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or any appropriate elig.	N.A.	Matuguinao, Samar
6	Election Assistant II	EA2-89-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or any appropriate elig.	N.A.	Tagapul-an, Samar
7	Election Assistant II	EA2-188-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or any appropriate elig.	N.A.	Jipapad, Eastern Samar
	NOTHING FOLLOWS									

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and send to the address below not later than November 15, 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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
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