


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: November 04, 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 Assistant II	EA2-220-1998	9	P18,784.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	Sta. Margarita, Samar
NOTHING FOLLOWS										

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 November 24, 2020

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 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. JOSE NICK A. MENDROS
Director IV
COMELEC Regional Office No. VIII, 128 Palomo St., Tacloban City
comelec_region8@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.