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must be in MS Excel format

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:

Yalw
LEONILA B. GALBAN

HRMO

Date: Nov. 07, 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 Officer III	EO3-35-2015	18	P40,637.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	C.S. Prof. or its equivalent	-	Pambujan, Northern Samar
2	Election Assistant II	EA2-1621998	9	P17,975	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	San Antonio, Northern 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:

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. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Handwritten signature