

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: January 24, 2023

| 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                                | EO3-34-2015        | 18                     | P46,725        | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional); 2nd level eligibility | N.A.                       | Naval, Biliran            |
| 2   | Election Officer III                                | EO3-301-2015       | 18                     | P46,725        | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional); 2nd level eligibility | N.A.                       | Macrohon, Southern Leyte  |
| 3   | Election Officer III                                | EO3-318-2015       | 18                     | P46,725        | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional); 2nd level eligibility | N.A.                       | Las Navas, Northern Samar |
| 4   | Election Officer III                                | EO3-336-2015       | 18                     | P46,725        | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional); 2nd level eligibility | N.A.                       | Babatngon, Leyte          |
| 5   | Election Officer II                                 | EO2-47-2015        | 15                     | P36,619        | Bachelor's Degree relevant to the job | Four (4) hours of relevant training  | One (1) year of relevant experience  | Career Service (Professional); 2nd level eligibility | N.A.                       | Limasawa, Southern Leyte  |
| 6   | Election Officer II                                 | EO2-55-2015        | 15                     | P36,619        | Bachelor's Degree relevant to the job | Four (4) hours of relevant training  | One (1) year of relevant experience  | Career Service (Professional); 2nd level eligibility | N.A.                       | Hernani, Eastern Samar    |
| 7   | Election Officer II                                 | EO2-815-1998       | 15                     | P36,619        | Bachelor's Degree relevant to the job | Four (4) hours of relevant training  | One (1) year of relevant experience  | Career Service (Professional); 2nd level eligibility | N.A.                       | Hinabangan, Samar         |
| 8   | Election Officer II                                 | EO2-784-1998       | 15                     | P36,619        | Bachelor's Degree relevant to the job | Four (4) hours of relevant training  | One (1) year of relevant experience  | Career Service (Professional); 2nd level eligibility | N.A.                       | San Julian, Eastern Samar |
| 9   | Election Assistant II                               | EA2-159-1998       | 9                      | P21,211        | Bachelor's Degree                     | None required                        | None required                        | C.S. (Sub-Professional); 1st level eligibility       | N/A                        | Tacloban City             |

|    |                       |              |   |         |                   |               |               |   |     |                            |
|----|-----------------------|--------------|---|---------|-------------------|---------------|---------------|---|-----|----------------------------|
| 10 | Election Assistant II | EA2-121-1998 | 9 | P21,211 | Bachelor's Degree | None required | None required | C.S. (Sub-Professional);1st level eligibility | N/A | Capoocan, Leyte            |
| 11 | Election Assistant II | EA2-130-1998 | 9 | P21,211 | Bachelor's Degree | None required | None required | C.S. (Sub-Professional);1st level eligibility | N/A | Leyte, Leyte               |
| 12 | Election Assistant II | EA2-134-1998 | 9 | P21,211 | Bachelor's Degree | None required | None required | C.S. (Sub-Professional);1st level eligibility | N/A | Palompon, Leyte            |
| 13 | Election Assistant II | EA2-221-1998 | 9 | P21,211 | Bachelor's Degree | None required | None required | C.S. (Sub-Professional);1st level eligibility | N/A | Sta. Rita, Samar           |
| 14 | Election Assistant II | EA2-187-1998 | 9 | P21,211 | Bachelor's Degree | None required | None required | C.S. (Sub-Professional);1st level eligibility | N/A | Quinapondan, Eastern Samar |
| 15 | Election Assistant II | EA2-201-1998 | 9 | P21,211 | Bachelor's Degree | None required | None required | C.S. (Sub-Professional);1st level eligibility | N/A | Lavezares, Northern Samar  |

*of all*

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 **February 17, 2023**.

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); with work experience sheet
  2. Performance rating **in the last rating period** (if applicable);
  3. Photocopy of certificate of eligibility/rating/license (if applicable);
  4. Photocopy of Transcript of Records (if applicable); and
  5. NBI clearance
  6. Ombudsman Clearance (*additional requirement only for applicants applying to the positions with SG 11 and above who have already been in the government service*)
  7. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).
- NOTE:** For the position of Election Officer III (Naval, Biliran) which is a capital town in the province of Biliran, holder must be member of the Philippine BAR as provided in Sec. 54 of the Omnibus Election Code, with 4th salary step upon entry, as approved by DBM through its Circular dated January 17, 1992.

**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

[comelecregion8careers@gmail.com](mailto:comelecregion8careers@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**