

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: November 06, 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 II	EO2-800-1998	15	P36619	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.	Office of the Election Officer, San Antonio, Northern Samar
2	Administrative Assistant V (Stenographic Reporter III)	ADAS5-28-2005	11	P27000	Completion of two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Sub-Professional; 1st level eligibility	N.A.	Office of the Regional Election Director, Tacloban City
3	Election Assistant II	EA2-84-1998	9	P21211	Bachelor's Degree	None required	None required	Career Service Sub-Professional; 1st level eligibility	N.A.	Office of the Provincial Election Supervisor, Tacloban City
4	Election Assistant II	EA2-96-1998	9	P21211	Bachelor's Degree	None required	None required	Career Service Sub-Professional; 1st level eligibility	N.A.	Office of the Provincial Election Supervisor, Maasin City, Southern Leyte
5	Election Assistant II	EA2-133-1998	9	P21211	Bachelor's Degree	None required	None required	Career Service Sub-Prof.; 1st level eligibility	N.A.	Office of the Election Officer, Palompon, Leyte
6	Election Assistant II	EA2-145-1998	9	P21211	Bachelor's Degree	None required	None required	Career Service Sub-Prof.; 1st level eligibility	N.A.	Office of the Election Officer, Hilongos, Leyte
7	Election Assistant II	EA2-89-2015	9	P21211	Bachelor's Degree	None required	None required	Career Service Sub-Prof.; 1st level eligibility	N.A.	Office of the Election Officer, Tagapul-an, Samar
8	Election Assistant II	EA2-6-2019	9	P21211	Bachelor's Degree	None required	None required	Career Service Sub-Professional; 1st level eligibility	N.A.	Office of the Election Officer, Mercedes, Eastern Samar
9	Election Assistant II	EA2-192-1998	9	P21211	Bachelor's Degree	None required	None required	Career Service Sub-Professional; 1st level eligibility	N.A.	Office of the Election Officer, Taft, Eastern Samar
10	Election Assistant II	EA2-183-2015	9	P21211	Bachelor's Degree	None required	None required	Career Service Sub-Prof.; 1st level eligibility	N.A.	Office of the Election Officer, Silvino Lobos, Northern Samar

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 27, 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; 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).

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

ATTY. FELICISIMO A. EMBALSADO, CPA

Acting Regional Election Director

COMELEC Regional Office VIII, New Bus Terminal Compound

Barangay 91 Abucay, Tacloban City

comelecregion8careers@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.