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Republic of the Philippines
COMMISSION ON ELECTIONS
Request for Publication of Vacant Positions

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the hereunder vacant position, which are authorized to be filled, at the COMMISSION ON ELECTIONS in the CSC website:

Galban
LEONILA B. GALBAN
HRMO

Date: 21 January 2019

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)	
Election Officer II	EO2-793-1998	15	Php29,010.00	Bachelor's Degree	(4) hrs. of relevant training	(1) year of relevant work experience	C.S. Prof. or its equivalent	-	OEO, Lapinig, Northern Samar

OEO- Office of the Election Officer

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. 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)

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

ATTY. FELICISIMO A. EMBALSADO

Director III /Highest Ranking HRMO

COMELEC Regional Office No. VIII, 128 Paterno St., Tacloban City

comelec_region8@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.