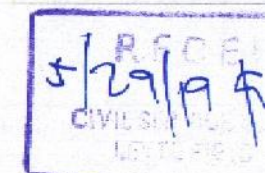


Republic of the Philippines  
COMMISSION ON ELECTIONS  
Request for Publication of Vacant Positions

Electronic copy to be submitted  
be in MS Excel



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

**LEONILA B. GALBAN**

HRMO

Date: 29 May 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Pl
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Election Officer IV	EO4-82-2015	21	P60,681.00 *	Bachelor of Laws	8 hrs. of relevant training	2 yrs. of relevant experience	R.A. 1080 (BAR)	-	
2	Election Officer IV	EO4-83-2015	21	P60,681.00 *	Bachelor of Laws	8 hrs. of relevant training	2 yrs. of relevant experience	R.A. 1080 (BAR)	-	OE
3	Election Officer IV	EO4-64-1998	21	P60,681.00*	Bachelor of Laws	8 hrs. of relevant training	2 yrs. of relevant experience	R.A. 1080 (BAR)	-	C
4	Election Officer III	EO3-237-1998	18	P42,165.00*	Bachelor of Laws	8 hrs. of relevant training	2 yrs. of relevant experience	R.A. 1080 (BAR)	-	C
5	Election Officer III	EO3-34-2015	18	P42,165.00*	Bachelor of Laws	8 hrs. of relevant training	2 yrs. of relevant experience	R.A. 1080 (BAR)	-	C
6	Election Officer III	EO3-228-1998	18	P40,637.00	Bachelor's Degree	8 hrs. of relevant training	2 yrs. of relevant experience	C.S. Prof. or its equivalent	-	OE
7	Election Officer II	EO2-755-1998	15	P30,531.00	Bachelor's Degree	4 hrs. of relevant training	1 yr. of relevant experience	C.S. Prof. or its equivalent	-	OE
8	Administrative Assistant V (Steno-Reporter III)	ADAS5-28-2005	11	P20,754.00	Completion of 2 yrs. Studies in college	4 hrs. of relevant training	2 yrs. of relevant experience	C.S. Sub-Prof. or its equivalent	( pref w/ knowledge) on Stenography)	O
9	Election Assistant II	EA2-98-1998	9	P17,975.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	O
10	Election Assistant II	EA2-176-2015	9	P17,975.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	OE
11	Election Assistant II	EA2-134-1998	9	P17,975.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	OE
12	Election Assistant II	EA2-192-1998	9	P17,975.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or its equivalent	-	OE
NOTHING FOLLOWS										

Note: OEO- Office of the Election Officer

ORED: Office of the Regional Election Director

\*lawyer position (4th step upon entry)

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](http://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

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

[comelec\\_region8@yahoo.com.ph](mailto:comelec_region8@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.