


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: August 31, 2021

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**	EO2-843-1998	15	P33,575.00	Bachelor's Degree relevant to the job	Four (4) hrs. of relevant training	One (1) year of relevant experience	C.S. Prof. or appropriate elig.	N.A.	Pintuyan, Southern Leyte
2	Election Assistant II	EA2-171-1998	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	N.A.	Padre Burgos, Southern Leyte
3	Administrative Aide I (UW I)	ADA1-154-2005	1	P12,034.00	Must be able to read and write	None required	None required	None required	N.A.	Office of the Provincial Election Supervisor, Maasin City, Southern Leyte
4	Election Assistant II	EA2-179-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	N.A.	Matuguinao, Samar
5	Election Assistant II	EA2-89-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	N.A.	Tagapul-an, Samar
6	Election Assistant II	EA2-188-2015	9	P19,593.00	Bachelor's Degree	None required	None required	C.S. Sub-Prof. or appropriate elig.	N.A.	Jipapad, Eastern Samar

**replication only

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 September 13, 2021.

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 applicants to the positions in COMELEC with SG 11 & above; applicable for insider & transferee -applicants from other gov't. office)

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

ATTY. RAFAEL B. OLAÑO
Director IV
COMELEC Regional Office No. VIII, 128 Paterno St., Tacloban City
comelecregion8careers@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.