

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of COMMISSION ON ELECTIONS- REGION IV in the CSC website:

ATTY. JUANITO O. ICARO

(Head of Agency)

Date: 7/30/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Election Officer IV	EO4-285-2015	52,544 / SG-21	630,648	Bachelor of Laws	Eight (8) hours relevant training	Two (2) years of relevant experience	RA 1080 (for cities and capital town)	N/A	Tanauan City, Batangas
2	Election Officer III	EO3-540-2015	38,085/SG-18	457,020	Bachelor of Laws	Eight (8) hours relevant training	Two (2) years of relevant experience	RA 1080 (for cities and capital town)	N/A	Tagaytay City, Cavite
3	Election Officer III	EO3-529-2015	38,085/SG-18	457,020	Bachelor's degree relevant to the job	Eight (8) hours relevant training	Two (2) years of relevant experience	CS-Professional or appropriate 2nd level eligibility	N/A	Victoria,Laguna
4	Election Officer II	EO2-487-1998	29,010/SG-15	348,120	Bachelor's degree relevant to the job	Four (4) hours relevant training	One (1) year of relevant experience	CS-Professional or appropriate 2nd level eligibility	N/A	Plaridel,Quezon

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 _____.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ATTY. JUANITO O. ICARO
REGIONAL ELECTION DIRECTOR
Office of the Regional Election Director Region IV
Commission on Elections Rm. 511 Femii Bldg.
A. Soriano Ave., Intramuros,Manila
comelec_region4@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.