

<b>Place of Assignment :</b>	COMELEC, Aparri, Cagayan
<b>Position Title :</b>	ELECTION ASSISTANT II
<b>Plantilla Item No. :</b>	COMELECA-EA2-674-1998
<b>Salary/Job/Pay Grade :</b>	9
<b>Monthly Salary :</b>	Php 23,226.00
<b>Eligibility :</b>	Career Service Sub-Professional / appropriate 1st level eligibility
<b>Education :</b>	Bachelor's Degree Relevant to the Job
<b>Training :</b>	NONE REQUIRED
<b>Work Experience :</b>	NONE REQUIRED
<b>Competency :</b>	n/a

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the

following documents to the application letter and send these to the address below not later than September 30, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.
5. Hard copy or electronic copy of NBI Clearance.
6. Hard copy or electronic copy of Ombudsman Clearance (for SG 11 and above)

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous

communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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

**ATTY. EDERLINO U. TABILAS**

Regional Election Director

COMELEC, Region 02 , Carig Regional Center, Dalan na Paccorofun, Carig Sur, Tuguegarao City,  
Cagayan

Tel. No.: 0783960099 / email address :comelecregion2recruitment@yahoo.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** August 22, 2025

**Closing Date :** September 30, 2025