

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
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 TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY in the CSC website:


WENIFREDA Q. HOBAYAN

Vocational School Administrator III

Date: May 31, 2023

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	Administrative Aide IV (Clerk II)	TESDAB- ADA4-161- 2017	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	TESDA - Samar National School of Arts and Trades (SNSAT)
2	Administrative Aide I (Laborer I)	TESDAB- ADA1-97- 2017	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat III)	N/A	TESDA - Samar National School of Arts and Trades (SNSAT)
3	Administrative Aide I (Utility Worker I)	TESDAB- ADA1-98- 2017	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat III)	N/A	TESDA - Samar National School of Arts and Trades (SNSAT)

4	Administrative Aide I (Utility Worker I)	TESDAB- ADA1-99- 2017	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat III)	N/A	TESDA - Samar National School of Arts and Trades (SNSAT)
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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 June 10, 2023.

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.

"TESDA, as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however, that they meet the minimum requirements of the position to be filled".

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


DR. WENIFREDA Q. HOBAYAN

Vocational School Administrator III

TESDA-SNSAT, Taft, Eastern Samar

snsat@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.