

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:

  
**LINO R. SEVERINO**  
Vocational School Administrator III

Date: August 30, 2022

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 Officer II	TESDAB-ADOF2-76-2017	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1.Work effectively in vocational education and training 2.Participate in workplace communication 3.Work in team environment 4.Interact with customers 5.Demonstrate awareness on standards and procedures 6.Promote programs and services 7.Use relevant technologies 8.Prepare report 9.Perform clerical procedures 10.Coordinate office programs and activities 11.Process payment of obligations	TESDA - Cabucgayan National School of Arts and Trades (CNSAT)
2	Guidance Counselor III	TESDAB-GUIDC3-86-2017	13	29,798.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	1.Work effectively in vocational education and training 2.Participate in workplace communication 3.Work in team environment 4.Interact with customers 5.Implement quality standards and procedures 6.Promote programs and services 7.Plan guidance program 8.Conduct orientation programs 9.Conduct counseling 10.Administer pre-training tests 11.Facilitate job placement functions	TESDA - Cabucgayan National School of Arts and Trades (CNSAT)

3	Registrar II	TESDAB-R2-540005-2022	15	35,097.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1.Work effectively in vocational education and training 2.Participate in workplace communication 3.Work in team environment 4.Interact with customers 5.Implement quality standards and procedures 6.Promote programs and services 7.Prepare report 8.Manage records 9.Develop enrolment process 10.Implement and supervise enrolment systems and procedures	TESDA - Cabucgayan National School of Arts and Trades (CNSAT)
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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 September 9, 2022.

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.

**"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:

**LINO R. SEVERINO**

Vocational School Administrator III

TESDA-CNSAT, Cabucgayan, Biliran

[cnsat@tesda.gov.ph](mailto:cnsat@tesda.gov.ph)

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