

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:

*Dolores G. Sabellano*  
**DOLORES G. SABELLANO**  
**HRMO**

Date: JANUARY 12, 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 Assistant IV	TESDAB- ADAS4-27- 2017	10	22,190	Completion of two-year studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub- Professional) First Level Eligibility Relevant MC ii s. 1996	Computer Literate	BNAS, Balangiga, Eastern Samar

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 January 22, 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.

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

*Dolores G. Sabellano*  
**DOLORES G. SABELLANO**  
**HRMO**  
TESDA-BNAS, Balangiga, Eastern Samar  
[bnas@tesda.gov.ph](mailto:bnas@tesda.gov.ph)

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