

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:


MARIA NENALYN D. ABANADOR
Vocational School Administrator II

Date: April 26, 2023

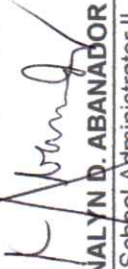
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant IV (Accounting Machine Operator III)	TESDAB-ADAS4-27-2017	10	23176	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	N/A	TESDA - Balangiga National Agricultural School (BNAS)

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 May 06, 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:


MARIA NENALYN D. ABANADOR
Vocational School Administrator II
TESDA-BNAS, Balangiga, Eastern Samar
bnas@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.