

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:


YOLANDA A. PAJENADO, MAME
Vocational School Administrator II

Date: June 20, 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 I (Utility Worker I)	TESDAB-ADA1-96-2017	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96, Cat. III)	N/A	TESDA-Las Navas Agro-Industrial School (LNAIS)
2	Administrative Assistant II (Clerk IV)	TESDAB-ADAS2-45-2017	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/First Level Eligibility	N/A	TESDA-Las Navas Agro-Industrial School (LNAIS)

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 30, 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.
5. Photocopy of Diploma
6. Photocopy of Training Certificates (if applicable); and
7. Photocopy of Certificates of Awards/Recognition (if applicable)

"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:


YOLANDA A. PAJENADO, MAME

Vocational School Administrator II

Las Navas Navas Agro-Industrial School

Las Navas, Northern Samar

tesda.inais@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.