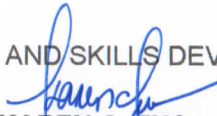


Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

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:


KAREN C. FUA
Chief Administrative Officer

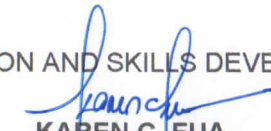
Date: February 8, 2022

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	TESD Specialist II	TESDAB- TESDS2-327- 2017	16	38,150.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Must be a National Certificate II (NC II) holder; 2. Must be a Trainer's Methodology Certificate I (TMC I) holder; 3. Must be a National TVET Trainer's Certificate (NTTC) holder; year; 4. Knowledgeable in MS Office Applications; and 5. Good oral and written communication skills	Regional Operations Division (ROD), Regional Office VIII

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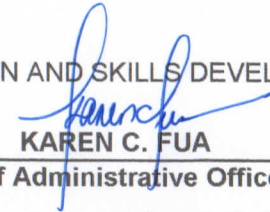
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2	TESD Specialist II	TESDAB- TESDS2-334- 2017	16	38,150.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Must be a National Certificate II (NC II) holder; 2. Must be a Trainer's Methodology Certificate I (TMC I) holder; 3. Must be a National TVET Trainer's Certificate (NTTC) holder; year; 4. Knowledgeable in MS Office Applications; and 5. Good oral and written communication skills	Leyte Provincial Office

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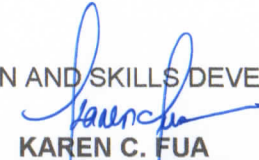
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3	TESD Specialist II	TESDAB- TESDS2-333- 2017	16	38,150.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Must be a National Certificate II (NC II) holder; 2. Must be a Trainer's Methodology Certificate I (TMC I) holder; 3. Must be a National TVET Trainer's Certificate (NTTC) holder; year; 4. Knowledgeable in MS Office Applications; and 5. Good oral and written communication skills	Northern Samar Provincial Office

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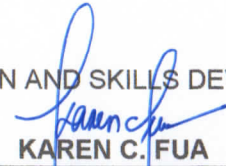
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	TESD Specialist II	TESDAB- TESDS2-336- 2017	16	38,150.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Must be a National Certificate II (NC II) holder; 2. Must be a Trainer's Methodology Certificate I (TMC I) holder; 3. Must be a National TVET Trainer's Certificate (NTTC) holder; year; 4. Knowledgeable in MS Office Applications; and 5. Good oral and written communication skills	Southern Leyte Provincial Office

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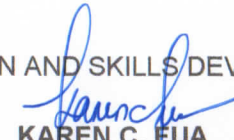
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	TESD Specialist I	TESDAB- TESDS1-103- 2017	13	29,798.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	1. Must be a National Certificate II (NC II) holder; 2. Must be a Trainer's Methodology Certificate I (TMC I) holder; 3. Must be a National TVET Trainer's Certificate (NTTC) holder; year; 4. Knowledgeable in MS Office Applications; and 5. Good oral and written communication skills	Northern Samar Provincial Training Center

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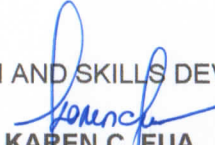
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6	Administrative Officer IV	TESDAB- ADOF4-141- 2017	15	35,097.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Knowledgeable in Accounting (BS Accountancy Graduate) 2. Have work experience related to accounting, especially Bank Reconciliation and Financial Report Preparations 3. Knowledgeable in MS Office Applications; and 4. Good oral and written communication skills	Leyte Provincial Office

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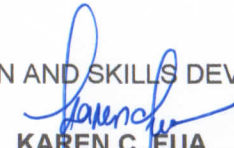
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7	Administrative Officer IV	TESDAB-ADOF4-144-2017	15	35,097.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Knowledgeable in Accounting (BS Accountancy Graduate) 2. Have work experience related to accounting, especially Bank Reconciliation and Financial Report Preparations 3. Knowledgeable in MS Office Applications; and 4. Good oral and written communication skills	Samar Provincial Office
8	Administrative Officer IV	TESDAB-ADOF4-145-2017	15	35,097.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Knowledgeable in Accounting (BS Accountancy Graduate) 2. Have work experience related to accounting, especially Bank Reconciliation and Financial Report Preparations 3. Knowledgeable in MS Office Applications; and 4. Good oral and written communication skills	Southern Leyte Provincial Office

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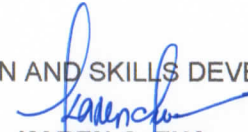
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	Administrative Officer IV	TESDAB-ADOF4-540032-2020	15	35,097.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Knowledgeable in Accounting (BS Accountancy Graduate) 2. Have work experience related to accounting, especially Bank Reconciliation and Financial Report Preparations 3. Knowledgeable in MS Office Applications; and 4. Good oral and written communication skills	Regional Training Center - Tacloban

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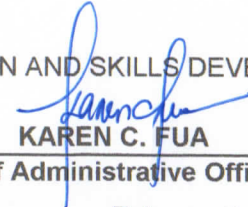
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10	Administrative Aide VI	TESDAB- ADA6-96-2017	6	16,877.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 / Career Service (Sub- Professional)/ First Level Eligibility	1. Knowledgeable in Accounting (BS Accountancy Graduate) 2. Have work experience related to accounting, especially Bank Reconciliation and Financial Report Preparations 3. Knowledgeable in MS Office Applications; and 4. Good oral and written communication skills	Provincial Training Center - Catarman, Northern Samar

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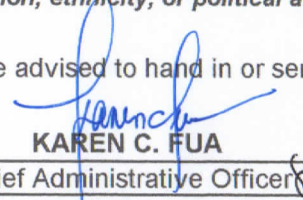
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **February 18, 2022**.

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;
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 Training/ Commendation of Training Seminars attended.

(Note: All attached photocopy documents must be certified true copy from the original.)

"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:


KAREN C. FUA
Chief Administrative Officer

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Complex, Brgy. Abucay, Tacloban City
hrfasd.region8@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.