


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:


GAMALIEL B. VICENTE, JR. CESO III, ASEAN ENG.
Regional Director

Date: September 14, 2021


No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Preferably: Special Qualifications	
1	Administrative Aide VI	TESDAB-ADA6-94-2017	6	P16,200.00	Must be able to read and write/ Elementary School Graduate/ High School Graduate or Completion of relevant Vocational/Trade course/ Completion of two-year studies in college of 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. Preferably knowledgeable in General Services 2. Good customer service relation; 3. Preferably excellent communication skills; 3. Knowledgeable in Computer Software Operations; and 4. Mentally fit.	TESDA Regional Office VIII - Finance and Administrative Services Division
2	Administrative Aide IV (Driver)	TESDAB-ADA4-152-2017	4	P14,400.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	1. Holder of Driving NC II; 2. With Professional Driver's License; 3. Knowledgeable in vehicle maintenance and trouble shooting (holder of Automotive Servicing NC II) 4. Computer Literate; and 5. Mentally fit	TESDA - Leyte Provincial Office

Interested and qualified applicants should signify their interest in writing. Please attach the following documents to the application letter and send to the address below not later than **September 24, 2021**.

1. Duly accomplished Personal Data Sheet (PDS) with recent passport-size picture with nametag and signature (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; (verified/authenticated by the issuing office)
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:


GAMALIEL B. VICENTE, JR. CESO III, ASEAN ENG.
Regional Director
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Compound, San Herardo Heights, Brgy. 91 Abucay, Tacloban City
hrfasd.region8@tesda.gov.ph

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared By:


MA. LIGINIA A. BUTAD
Administrative Officer V/HRMO

Certified Correct:


KAREN C. FUA
Chief Administrative Officer