


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 position, which is 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
January 8, 2021

Date:

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	TESD Specialist II	TESDAB-TESDS2-540027-2020	16	P35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/R.A. 1080/ 2nd level Eligibility	- National TVET Trainer's Certificate (NTTC) holder in Qualifications under Processed Food and Beverages Sector (Preferably Food Processing NC II) - Knowledge & Skills in MS Office Applications; - Proficient in Oral & Written Communication; and - Mentally fit.	Southern Leyte - Provincial Training Center (PTC)
1	TESD Specialist II	TESDAB-TESDS2-540028-2020	16	P35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/R.A. 1080/ 2nd level Eligibility	- National TVET Trainer's Certificate (NTTC) holder in any relevant qualifications; - Knowledge & Skills in MS Office Applications; - Proficient in Oral & Written Communication; and - Mentally fit.	
3	Administrative Assistant III	TESDAB-ADAS3-540032-2020	9	P18,784.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	CS Sub-Professional/ MC No. 11, s. 1996/ First Level Eligibility	- Preferable Bachelor's degree holder; - Knowledge and Skills in MS Office Applications; - Mentally fit.	

Interested and qualified applicants should signify their interest in writing. Pls. attach the following documents to the application letter and send to the address below not later than January 18, 2020.

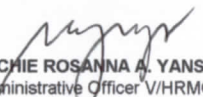
1. Duly accomplished Personal Data Sheet (PDS) with recent passport-size picture with nametag and signature (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance Rating in the last rating period (if applicable);
3. Photocopy of Certificate of Eligibility/rating/license; (verified/authenticated by the issuing office)
4. Photocopy of Transcript of Records.
5. Photocopy of Training Certificates/Commendations of Training Seminars attended.
(Note: All attached photocopy documents must be certified true copy from the original.)

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. Abucay, Tacloban City
region8.fasd@tesda.gov.ph

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
APPLICATIONS BEYOND DEADLINE SHALL NOT BE ENTERTAINED.

Prepared By:


RHUCHIE ROSANNA A. YANSON
Administrative Officer V/HRMO


Certified Correct:


KAREN C. FUA
Chief Administrative Officer

Republic of the Philippines
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Regional Director
Date: January 8, 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 IV (Driver)	TESDAB-ADA4-151-2017	4	P13,807.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	-Holder of Driving NC II; -With Professional Driver's License; - Knowledgeable in vehicle maintenance and trouble shooting (holder of Automotive Servicing NC II); -Computer Literate; and -Must have undergone the course on Practicing COVID-19 Preventive Measures in the Workplace.	Biliran Provincial Office

Interested and qualified applicants should signify their interest in writing. Pls. attach the following documents to the application letter and send to the address below not later than **January 18, 2021**.

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