

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:


CLETA M. OMEGA
Regional Director

Date:

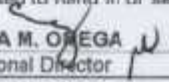
2-27-19

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|------------------------------|-----------------------------|------------------------------|----------------|--|-------------------------------------|-------------------------------------|--|---|---------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (If applicable)/ Special Qualifications | |
| 1 | Administrative Assistant III | TESDA- OE0B- ADAS3-168-2017 | 9 | P17, 975.00 | Completion of two-year studies in college/ High school graduate with relevant vocational/ trade course | Four (4) hours of relevant training | One (1) year of relevant experience | Relevant M.C. 11, s. 1998/ Career Service Sub-Professional/1st Level Eligibility | Work effectively in vocational education and training; Participate in workplace communication; Work in team environment; Interact with customers; Promote programs and services and Use relevant technologies | TESDA Eastern Samar Provincial Office |

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 March 17, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 2. Photocopy of certificate of eligibility/rating/license (verified/validated by the concerned issuing office);
 3. Photocopy of Transcript of Records; and
 4. Photocopy of Training Seminars attended with summary list.
- (Note: All attached photocopy documents must be certified true copy from the original.)
5. Service Record/ Certification of Work Experience (both private and government, if any)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


CLETA M. OMEGA
Regional Director


TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Compound, San Herardo Height, Brgy. Abucay, Tacloban City
region8@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared By:


RHUCHIE ROSANKA A. YANSON
Admin. Officer V/ HRMC

Certified Correct:


REBECCA C. BALAGUIS
Chief Administrative Officer