

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY- Regional Office No. VIII
 Brgy. Abucay, Tacloban City
Request for Publication of Vacant Positions

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 CIVIL SERVICE COMMISSION
 LEYTE FIELD OFFICE I

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Regional Office NO. VIII in the CSC website.

[Signature]
ATTY ANDREW A. BIDO

Regional Director

Date: June 21, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	TESD Specialist II	TESDA-OEOB-TESDS2-330-2017	P 30,044.00 - SG 16	360,528.00	Bachelor's Degree relevant to the job	4 hours relevant training	One (1) year relevant experience	Career Service Professional (2nd Level Eligibility)/RA 1080	Work effectively in vocational education and training; Participate in workplace communication; Work in team environment; Interact with customers; Implement quality standards and procedures; Promote programs and services; Utiliza IT applications	TESDA Leyte PO

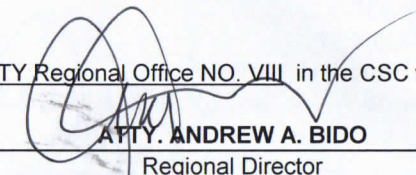
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 28, 2018**

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. Service Records;
3. List of training programs attended indicating the no. of training hours together with the certified photocopies of training certificates;
4. Performance Evaluation System (PES) Ratings for January to June 2017 and July to December 2017 for outside applicants or Individual Performance Commitment Review (IPCR) ratings for January to June 2017 and July to December 2017 for TESDA applicants or applicants from other government agencies of at least Very Satisfactory Rating;
5. For government employee only: a copy of previous appointment;
6. Potential Assessment Forms to be accomplished by your Immediate Supervisor and one (1) Peer;
7. Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office;
8. Statement of duties and responsibilities for the positions held indicating the specified period covered (mm-dd-yy to mm-dd-yy);

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- 9. Certified true copy of transcript of records/diploma; and
- 10. Certified true copy of Eligibility by CSC or PRC.

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.

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

ATTY. ANDREW A. BIDO - TESDA Regional Office No. VIII
Regional Director
Brgy. Abucay, Tacloban City
region8@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.