

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:

DANTE J. NAVARRO
Regional Director

Date:

November 3, 2020

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-TESDS2-540029-2020	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	- Preferably a graduate in any field of engineering; - Must be Trainer's Methodology Certificate I (TMC I) holder; - Must be National TVET Trainer's Certificate (NTTC) holder; and - Mentally fit.	Regional Training Center (RTC) - Brgy. Abucay, Tacloban City
2	TESD Specialist II	TESDAB-TESDS2-540030-2020	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	- Preferably BS Computer Science/Information Technology graduate; - Must be Trainer's Methodology Certificate I (TMC I) holder; - Must be National TVET Trainer's Certificate (NTTC) holder; - Mentally fit.	
3	Administrative Officer IV	TESDAB-ADOF4-540032-2020	15	P32,053.00	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	- Must be a graduate of BS Accountancy/BS Commerce major in Accounting; - Preferably has at least 2 years experience in Government Accounting; - Mentally fit.	
4	Registrar II	TESDAB-R2-540031-2020	15	P32,053.00	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	- Must be BS Psychology/BS Nursing graduate or its equivalent; and - Mentally fit.	
5	Administrative Officer I	TESDAB-ADOF1-540033-2020	10	P20,219.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/R.A. 1080/ 2nd level Eligibility	- Must be computer literate; and - 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 **November 13, 2020**.

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(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:

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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.
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Prepared By:

RHUCHIE ROSANNA A. YANSON
Administrative Officer V/HRMO

Certified Correct:

KAREN C. FUA
Chief Administrative Officer

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1	TESD Specialist II	TESDAB-TESDS2-540020-2020	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	- Holder of at least National Certificate (NC) II in Land Transport-related qualifications, preferably Driving; - Must be Trainer's Methodology Certificate I holder; - Must be a National TVET Trainer's Certificate (NTTC) holder; - Knowledgeable in computer software operations; - Proficient in communication (oral and written); and - Mentally fit.	Biliran - Provincial Training Center (PTC)
2	TESD Specialist II	TESDAB-TESDS2-540021-2020	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	- Holder of at least National Certificate (NC) II in construction or agri-related qualifications; - Must be a Trainer's Methodology Certificate I (TMC I) holder; - Must be a National TVET Trainer's Certificate (NTTC) holder; - Knowledgeable in computer software operations; - Proficient in communication (oral and written); and - Mentally fit.	

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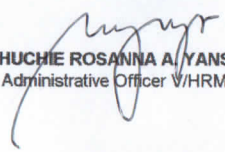
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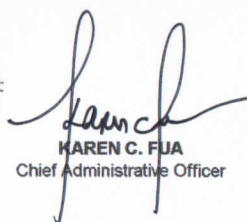
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1	TESD Specialist II	TESDAB-TESDS2-540022-2020	16	P35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/R.A. 1080/ 2nd level Eligibility	- Must be a Trainer's Methodology Certificate I (TMC I) holder; - Must be National TVET Trainer's Certificate (NTTC) holder in Processed Food and Beverage Sector, preferably Food Processing NC II; - At least computer literate; and - Mentally fit.	Eastern Samar - Provincial Training Center (PTC)
2	TESD Specialist II	TESDAB-TESDS2-540023-2020	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	- Must be a Trainer's Methodology Certificate I (TMC I) holder; - Must be National TVET Trainer's Certificate I (NTTC I) holder; - Must be National Certificate (NC) holder in Auto and Land Transport Sector, preferably Driving NC II; - At least computer literate; and - Mentally fit.	
3	Administrative Assistant III	TESDAB-ADAS3-540029-2020	9	P18,784.00	Completion of two-year studies in college of 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	- Preferably Bachelor's degree holder; - At least computer literate; - Mentally fit.	

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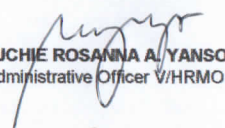
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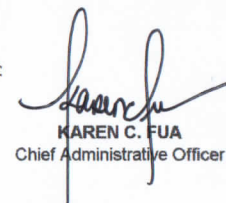
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1	TESD Specialist II	TESDAB-TESDS2-540024-2020	16	P35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/R.A. 1080/ 2nd level Eligibility	- Must be a Trainer's Methodology Certificate I (TMC I) holder; - Must be National TVET Trainer's Certificate (NTTC) holder; and - Mentally fit.	Leyte - Provincial Training Center (PTC)
3	Administrative Assistant III	TESDAB-ADAS3-540030-2020	9	P18,784.00	Completion of two-year studies in college of 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	- Preferably Bachelor's degree holder; - Mentally fit.	

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1	TESD Specialist II	TESDAB-TESDS2-540025-2020	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	- Must be National TVET Trainer's Certificate (NTTC) holder in agri-related, preferably Organic Agriculture Production; - Physically and mentally fit; - Proficient in oral and written communication; and - Proficient in MS Office Operation, esp. Excel	Samar - Provincial Training Center (PTC)
1	TESD Specialist II	TESDAB-TESDS2-540026-2020	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	- Must be National TVET Trainer's Certificate (NTTC) holder, preferably under tourism sector; - Physically and mentally fit; - Proficient in oral and written communication; and - Proficient in MS Office Operation, esp. Excel	
3	Administrative Assistant III	TESDAB-ADAS3-540031-2020	9	P18,784.00	Completion of two-year studies in college of 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	- Knows how to operate MS Office Operation, esp. Excel; - Average oral and written communication; - Has good moral character and work ethics; - Physically and mentally fit and healthy; and - Preferably a resident of Catbalogan or Calbayog City	

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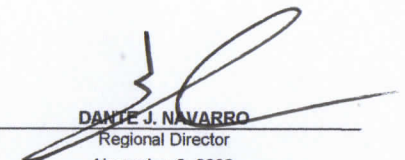
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Electronic copy to be submitted to the CSC FO must be in MS Excel format

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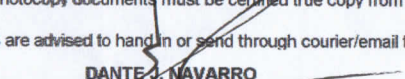
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1	TESD Specialist II	TESDAB-TESDS2-540027-2020	16	P35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/R.A. 1080/ 2nd level Eligibility	- National TVET Trainer's Certificate (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 of 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.	

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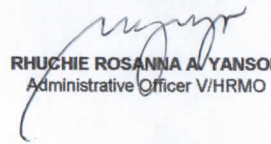
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