



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ISO 9001: 2008 CERTIFIED

Tatak ng Integridad, Serbisyong Dekalidad, Kaagapay sa Pag-unlad



December 21, 2018

Victoria F. Esber

Director IV

Civil Service Commission Regional Office VIII

Palo, Leyte

Dear Director Esber:

We are submitting the herein twenty-five (25) copies of Request for Publication of the following vacant positions in TESDA- Region VIII:

Position Title	Item No.
TESD Specialist II	TESDA- OEOB- TESDS2- 331- 2017
TESD Specialist II	TESDA- OEOB- TESDS2- 333- 2017
Administrative Officer IV	TESDA- OEOB- ADOF4- 144- 2017
Administrative Officer IV	TESDA- OEOB- ADOF4- 146- 2017
Administrative Assistant III	TESDA- OEOB- ADAS3- 169- 2017
Administrative Aide VI	TESDA- OEOB- ADA6- 94- 2017
Administrative Aide VI	TESDA- OEOB- ADA6- 95- 2017

Cleta M. Omega
CLETA M. OMEGA
Regional Director

TESDA Regional Office VIII

TESDA Complex, Brgy. Abucay, Tacloban City, Leyte, Philippines

Tel. No. (053) 325-9375 / 832-4473 / 832-4472 • Telefax No. (053) 832-4474 / 832-4472 / 321-8121

e-mail add: tesda8customerfeedback@gmail.com

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:

CLETA OMEGA
Regional Director

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)/ Special Qualifications	Place of Assignment
					Education	Training	Experience	Eligibility		
1	TESD Specialist II	TESDA-OEOB-TESDS2-331-2017	16	P31,765.00	Bachelor's Degree Relevant to the Job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2nd Level Eligibility	Good oral and written communication skills; Good moral character and work ethics; Computer proficient; Physically fit and healthy; Hardworking, patient and diligent; Good inter- personal relationship and work attitude and Can work under pressure.	TESDA Samar PO
2	TESD Specialist II	TESDA-OEOB-TESDS2-333-2017	16	P31,765.00	Bachelor's Degree Relevant to the Job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2nd Level Eligibility	Proficient in IT specially in MS Office Applications; Must be an NTTC Holder and With good moral character, good moral values and good in work ethics and professionalism.	TESDA Northern Samar PO
3	Administrative Officer IV (Finance Analyst)	TESDA-OEOB-ADOF4-144-2017	15	P29,010.00	Bachelor's Degree Relevant to the Job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2nd Level Eligibility	Preferably a BS in Accountancy graduate; Good in oral and written communication skills; Good moral character and work ethics; Computer proficient; Physically fit and healthy; Hardworking, patient and diligent; Good interpersonal relationship and work attitude and Can work under pressure.	TESDA Samar PO

4	Administrative Officer IV (Finance Analyst)	TESDA-OEOB-ADOF4-146-2017	15	P29,010.00	Bachelor's Degree Relevant to the Job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/2nd Level Eligibility	Preferably a BS in Accountancy graduate; Proficient in IT, specially in MS Office Applications; Holder of National Certificate in Bookkeeping NC III or at least NC II in the same field; Must have an experience in Government Accounting System; Must be in good moral character and in good moral values and With good interpersonal relationship.	TESDA Northern Samar PO
5	Administrative Assistant III	TESDA-OEOB-ADAS3-169-2017	9	P17,473.00	Completion of two- year (2) studies in college	4 hours of relevant training	One (1) year relevant experience	Relevant MC 11, s. 1996/ Career Service Sub Professional/1st Level Eligibility	Preferably Bachelor's Degree Holder; Computer literate; Proficient in communication skills both oral and written; NC II Holder (any field) and Physically and mentally fit.	TESDA Samar PO
6	Administrative Aide VI	TESDA-OEOB-ADA6-94-2017	6	P14,340.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11, s. 1996/ Career Service Sub Professional/1st Level Eligibility	Preferably with background in Accountancy; Proficient in computer software operations; Has good analytical ability; Has high degree of commitment to work; Preferably good in oral and written communication; NC II Holder (any field) and Physically and mentally fit.	TESDA RO 8 (FASD) Brgy. Abucay, Tacloban City
7	Administrative Aide VI	TESDA-OEOB-ADA6-95-2017	6	P14,340.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11, s. 1996/ Career Service Sub Professional/1st Level Eligibility	Preferably BS Accountancy; proficient in computer software operations; Has good analytical ability; Good in oral and written communication; Has high degree of commitment to work; NC II Holder (any field); Has good work values and Physically and mentally fit.	TESDA RO 8 (RTC) Brgy. Abucay, Tacloban City

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 January 15, 2019.


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. Performance rating in the last rating period (if applicable);
 3. Photocopy of certificate of eligibility/rating/license; and
 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.)

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

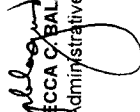
CLETA M. OMEGA
Regional Director
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Compound, San Herardo Height, Brgy. Abucay, Tacloban City
region8@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared By:


RHUCHE ROSANNA A. YANSON
Admin. Officer V/ HRMO

Certified Correct:


REBECCA C. BALAGUIS
Chief Administrative Officer