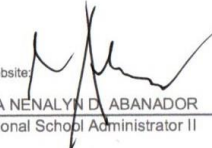


Republic of the Philippines
TESDA-BALANGIGA NATIONAL AGRICULTURAL SCHOOL
Balangiga, Eastern Samar

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 (TESDA-Balangiga National Agricultural School) in the CSC website:


MARIA NENALYN D. ABANADOR
Vocational School Administrator II

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Instructor I	TESDAB-INST1-376-2017	12	22,938	Bachelor's Degree	National Certificate (NC) II	None required	Career Service Professional or any eligibility appropriate for 2nd level position	BS Education Cookery NC II FBS NC II Bread & Pastry Production NC II Bartending NC II	TESDA-BNAS, Balangiga
2	Instructor I	TESDAB-INST1-377-2017	12	22,938	Bachelor's Degree	National Certificate (NC) II	None required	Career Service Professional or any eligibility appropriate for 2nd level position	BSIE (Bldg. Construction) or BS Civil Engineering Carpentry Plumbing Electrical Installation Masonry Tile Setting	TESDA-BNAS, Balangiga
3	Administrative Assistant I	TESDAB-ADAS1-43-2017	7	15,738	Completion of two-year studies in college/ High school graduate with relevant vocational/ trade course	None required	None required	Career Service Sub- Professional First Level Eligibility	Perform comp. operations Compile records Perform clerical procedure Process disbursement doc. Coordinate office programs/activities	TESDA-BNAS, Balangiga
4	Administrative Assistant IV	TESDAB-ADAS4-27-2017	10	19,233	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11, s. 1996 Career Service Sub-Professional/First Level Eligibility	Preferably Bachelor's Degree Holder/BS Accountancy Graduate Computer Literate Proficient in Communication Skills both Oral and Written Physically and mentally fit	TESDA-BNAS, Balangiga

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 _____.

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.

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

MARIA NENALYN D. ABANADOR
Vocational School Administrator II
TESDA-BNAS, Balangiga, Eastern Samar
bnas@tsda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

