

Republic of the Philippines  
TESDA - Cabucgayan National School of Arts and Trades  
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 - Cabucgayan National School of Arts and Trades in the CSC website:

**LINO R. SEVERINO**  
Vocational School Administrator III  
Date: January 29, 2020

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	School Librarian III	TESDAB-SL3-98-2017	13	25,232.00	Bachelor of Library Science or Information Science or any Bachelor's Degree major in Library Science or Information	8 hours relevant training	2 years relevant experience	RA 1080	1. Work effectively in vocational education and training 2. Participate in workplace communication 3. Work in team environment 4. Interact with customers 5. Implement quality standards and procedures 6. Promote programs and services 7. Manage the operation of the library 8. Conduct physical inventory of library holdings 9. Classify library holdings 10. Upgrade library holdings 11. Maintain library facilities	TESDA - CNSAT
2	Administrative Officer II (Accounting/Budget Officer)	TESDAB-ADOF2-76-2017	11	20,754.00	Bachelor's Degree relevant to the job (Accounting Major)	None required	None required	Career Service (Professional) Second Level Eligibility	1. Demonstrate positive work values 2. Manage records 3. Participate in workplace communication 4. Practice Housekeeping Procedures (5S) 5. Practice Occupational Health and Safety Procedures 6. Practice Career Professionalism 7. Process Payment of Obligations 8. Use Relevant Technologies 9. Work in a Team Environment 10. Provide Information to Clients	TESDA - CNSAT

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 **February 10, 2020**.

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](http://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:

**LINO R. SEVERINO**  
Vocational School Administrator III  
TESDA - CNSAT, Cabucgayan, Biliran  
[cnsat@tesda.gov.ph](mailto:cnsat@tesda.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.