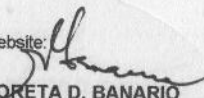


Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

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:


LORETA D. BANARIO
Acting Regional Director

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)/ Special Qualifications	
1	**Administrative Assistant III	TESDA- OEOB-ADAS3-167-2017	9	P17,975.00	Completion of two- year (2) studies in college or High School Graduate with relevant vocational/ trade course	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 Bachelors Degree Holder; Computer Literate; Proficient in Communication Skills both Oral and Written and physically and mentally fit.	TESDA Samar PO

****Revision of Publication dated May 28, 2019, due to erroneous of Salary Grade with its corresponding Rate (From SG 16 - P31,765 to SG 9 - P17,975)**

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 17, 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:


LORETA D. BANARIO

Acting Regional Director

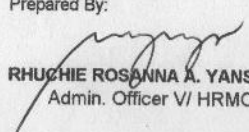
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

TESDA Compound, San Herardo Height, Brgy. Abucay, Tacloban City

region8@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared By:


RHUCHIE ROSANNA A. YANSON
Admin. Officer VI/ HRMO

Certified Correct:


REBECCA C. BALAGUIS
Chief Administrative Officer