

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

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:

DANTE J. NAVARRO
Regional Director

Date: _____

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place Assign
				Education	Training	Experience	Eligibility	Competency / Special Qualifications	
Administrative Assistant III	TESDAB-ADAS3-187-2017	9	P17,975.00	Completion of two (2) year 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.	TESD (R)
TESD Specialist II	TESDAB-TESDS2-335-2017	15	P33,584.00	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 especially in MS Office application; Good moral character, good moral values and good in work ethics and professionalism.	TESD Samar
Administrative Assistant III	TESDAB-ADAS3-188-2017	9	P17,975.00	Completion of two (2) year 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.	TESD Samar

Interested and qualified applicants should signify their interest in writing. Please attach the following documents to the application letter and send to the address below not later than August 12, 2019:

- Duly accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; (verified / authenticated by the issuing office)
- Photocopy of Transcript of Records;
- Photocopy of Training/ Commendation of Training Seminars attended;
- Note: All attached photocopy documents must be certified true copy from the original.)

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

DANTE J. NAVARRO
Regional Director

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Compound, San Herardo Heights, Brgy. Abucay, Tacloban City
region8@tesda.gov.ph

APPLICANTS 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