

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:

  
KAREN C. FUA,  
Chief Administrative Officer

Date: July 12, 2023

| No. | Position Title<br>(Parenthetical Title, if applicable)   | Plantilla Item No.               | Salary/<br>Job/<br>Pay<br>Grade | Monthly Salary | Qualification Standards  |                              |                               |   |                            | Place of Assignment                       |
|-----|--|----------------------------------|---------------------------------|----------------|--|------------------------------|-------------------------------|---|----------------------------|---|
|     |  |                                  |                                 |                | Education  | Training                     | Experience                    | Eligibility   | Competency (if applicable) |   |
| 1   | Technical Education and Skills Development Specialist II | TESDAB-<br>TESDS2-341-<br>2017   | 16                              | 39672          | Bachelor's degree relevant to the job  | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/<br>Second Level Eligibility  | N/A                        | Northern Samar Provincial Training Center |
| 2   | Administrative Assistant III (Computer Operator II)      | TESDAB-<br>ADAS3-540030-<br>2020 | 9                               | 21211          | Completion of two years studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional)<br>Data Encoder (MC 11, s. 96 - Cat. I)<br>First Level Eligibility | N/A                        | Leyte Provincial Training Center          |

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 **July 22, 2023**.

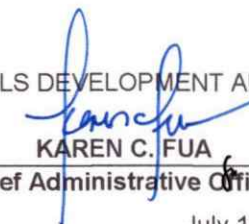
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Photocopy of Training/Commendation of Training Seminars attended.

"TESDA as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however, that they meet the minimum requirements of the position to be filled".

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|-----|--|--------------------|---------------------------------|----------------|-------------------------|----------|------------|-------------|----------------------------|---------------------|
|     |  |                    |                                 |                | Education               | Training | Experience | Eligibility | Competency (if applicable) |                     |

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

  
KAREN C. FUA

Chief Administrative Officer

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

TESDA Complex, Brgy. Abucay, Tacloban City

[hrfasd.region8@tesda.gov.ph](mailto:hrfasd.region8@tesda.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.