

Republic of the Philippines
Technical Education and Skills Development Authority
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Technical Education and Skills Development Authority-MIMAROPA in the CSC website:

CARLOS C. FLORES, CESO IV

(Head of Agency)

Date: 5-Jul-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	TESDA-OEOB-ADOF4-124-2017	15	29,010.00	Bachelor's Degree relevant to the Job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second level Eligibility	n/a	TESDA-Romblon National Institute of Technology
2	School Librarian II	TESDA-OEOB-SL2-257-2017	12	22,149.00	Bachelor's Degree in Library Science or Information Science in Education/Arts major in Library Science	None required	None required	RA 1080	n/a	TESDA-Romblon National Institute of Technology
3	Administrative Officer IV	TESDA-OEOB-ADOF4-117-2017	15	29,010.00	Bachelor's Degree relevant to the Job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second level Eligibility	Must be good in preparing financial and accountability reports	TESDA-Occidental Mindoro Provincial Office
4	Administrative Officer IV	TESDA-OEOB-ADOF4-119-2017	15	29,010.00	Bachelor's Degree relevant to the Job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second level Eligibility	Must be good in preparing financial and accountability reports	TESDA-Palawan Provincial Office

5	Instructor I	TESDA-OEOB-INST1-244-2017	12	22,149.00	Bachelor's Degree (open)	National Certificate II	None required	Career Service(Professional) or any eligibility appropriate for 2nd level position	Bookkeeping NCIII and NTTC holder	TESDA-Torrijos Poblacion School of Arts and Trades
6	Administrative Officer I	TESDA-OEOB-ADOF1-51-2017	10	18,718.00	Bachelor's Degree relevant to the Job	None required	None required	Career Service (Professional)/ Second level Eligibility	Must have at least 1 year industry experience	TESDA-Torrijos Poblacion School of Arts and Trades

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 present position for one (1) year (if applicable);
3. Authenticated/Photocopy of certificate of eligibility/rating/license/NC/NTTC/TMC; and
4. Certified Photocopy of Transcript of Records.

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

Vanessa Jane D. Aceveda
OIC-FASD Chief
Technical Education and Skills Development Authority-MIMAROPA Region
Brgy. Tawiran, Calapan City, Oriental Mindoro
region4b.fasd@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.