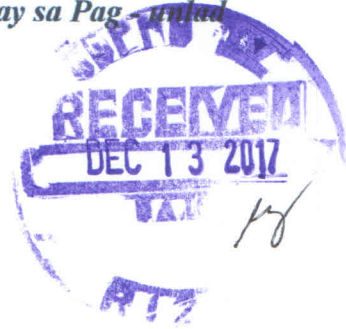




TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
CALABARZON REGION
ISO 9001 : 2008 CERTIFIED



Tatak ng Integridad, Serbisyong Dekalidad, Kaagapay sa Pag-unlad



23 October 2017

Mr. NEL SHERWIN A. CARNETES
 Director II
 Civil Service Commission – Regional Office No. IV
 Field Office Rizal
 4th Floor GSO Building, Cainta Municipal Compound
 Barangay Sto. Domingo, Cainta, Rizal

Sir:

May we request that the following vacant position in TESDA IV-A be published in the "CSC Bulletin of Vacant Position/s in the Government". Please find attached Personnel Requisition Slip and Core Competencies:

Position	Place of Assignment
(1) Instructor I	Bondoc Peninsula Technological Institute

Thank you and warm regards.

Very truly yours,


NENUCA E. TANGONAN, CESO III
 Regional Director 

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 TESDA Complex, East Service Road, South Superhighway
 Taguig City

PERSONNEL REQUISITION SLIP



REQUESTING OFFICE

Office: BONDOC PENINSULA TECHNOLOGICAL INSTITUTE (BPTI)	Division: Quezon
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DETAILS OF THE REQUEST

Title of the Position to be filled: Instructor I	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement
Salary Grade: Item Number: 12 TESDA-OEOB-INST1-224-2017	Former Incumbent's Name: Armando V. Ortazon, Jr. (MAMONDIONG)
Basic Salary: ₱21,387.00 PERA : ₱ 2,000.00	Employment Status:
Date of Employment: October, 2017	<input checked="" type="checkbox"/> Permanent

JOB QUALIFICATIONS

<ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's degree in the area of specialization ▪ <i>Experience:</i> None required ▪ <i>Training:</i> None required 	<ul style="list-style-type: none"> ▪ <i>Eligibility:</i> PBET / RA 1080 / Career Service – Professional <i>Special Qualification:</i>
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%	DUTIES AND RESPONSIBILITIES of the Position:
15%	1. Teaches according to one's area of application.
15%	2. Studies the needs of students and articulates same in theoretical and practical aspects.
10%	3. Plans out activities with students in technical and special schools and with student teachers and on-off campus work in case of teacher-training institution.
15%	4. Plans out and develops curriculum materials.
10%	5. Tries out innovative techniques for the improvement of teaching and learning processes.
5%	6. Coordinates with the cooperating teachers or industries in planning programs, projects, etc.
10%	7. Evaluates and prepares a report on the progress of the student.
5%	8. Attends meetings called for the improvement of administrative and instructional Activities.
5%	9. Helps students in the conduct of researches relevant to their work.
5%	10. Coordinates with parents and community members in integrating community Resources.
5%	11. Does related work.

OFFICE/DIVISION comments and notations _____

REQUESTED BY:	APPROVED BY:
 NEUCA E. TANGONAN, CESO III Regional Director, TESDA RO IV-A	 GUILING "GENE" A. MAMONDIONG Director General/Secretary, TESDA