

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Administrative Assistant I (Secretary I (B))
FORMER : Nilo M. Sigue
INCUMBENT
ITEM NUMBER : TESDAB-ADAS1-300007-2021
OFFICE : Simeon Suan Vocational and Technical College, Region IV-B
MONTHLY BASIC SALARY : (SG-7) (Php 18,620.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (20%) Operates the computer in encoding and printing data from source documents;
- (20%) Performs Administrative related functions;
- (20%) Prepares internal and external communications;
- (20%) Consolidates data and other periodic reports;
- (10%) Maintains the filing system and documentation system of the office;
- (5%) Performs required housekeeping and reports malfunction to supervisor.
- (5%) Performs other related functions.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Completion of two year studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Sub-professional)/First Level Eligibility)

SPECIAL QUALIFICATIONS:

- Good in oral and written communication
- Preferably possesses National Certificate II in any program qualification
- Preferably possesses Trainers Methodology I

CORE COMPETENCIES:

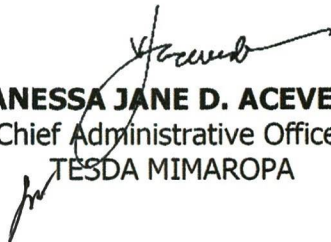
- Work effectively in vocational education and training
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Implement quality standards and procedures
- Promote programs and services
- Utilize IT applications
- Prepare report

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **February 3, 2023**:

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
 - Performance Rating in the last rating period CY 2022 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2022 and July to December 2022 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;
 - Authenticated Certificate of Eligibility by CSC or PRC License;
 - Authenticated copy of transcript of records/diploma;
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- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- For government employees only: a copy of previous appointment and Service Record;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY); and
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peer, Subordinates (if applicable) and Clients (if applicable);

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.


VANESSA JANE D. ACEVEDA
Chief Administrative Officer
TESDA MIMAROPA

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