

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Instructor I ✓
FORMER : Maylene D. Albino ✓
INCUMBENT
ITEM NUMBER : TESDAB-INST1-248-2017 ✓
OFFICE : Puerto Princesa School of Arts and Trades (PPSAT), Region IV-B ✓
MONTHLY BASIC SALARY : (SG-12) (Php 29,165.00) ✓ **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (30%) Develops instructional materials, facilitates learning activities, administers tests and evaluates students' programs;
- (20%) Implements classroom, and facilities management;
- (20%) Updates curriculum, prepares learning manual, learning modules;
- (10%) Manages production activities;
- (10%) Participates in community extension program and other civic projects; and
- (10%) Performs other related functions;

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's Degree (open)
EXPERIENCE : None Required ✓
TRAINING : National Certificate II (NC II) ✓
ELIGIBILITY : Career Service Professional or any eligibility appropriate for 2nd level position ✓

SPECIAL QUALIFICATIONS:

- National Certificate related to Information and Communications Technology (ICT)
- Preferably with Trainers Methodology Level I (TM 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 service*
- *Plan training session*
- *Facilitate learning session*
- *Supervise work-based learning*
- *Conduct competency assessment*
- *Maintain training facilities*
- *Utilize electronic media in facilitating training*

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **April 6, 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
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2022 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;

- Authenticated Certificate of Eligibility (ex. Career Service Professional or PRC License);
- Authenticated copy of transcript of records/diploma;
- 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);
- 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); and
- Copy of National Certificate II.

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

PUBLICATION DATE: March 27, 2023