

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : TESD Specialist II  
**FORMER INCUMBENT** : Nikka Jane M. Dela Cruz  
**ITEM NUMBER** : TESDAB-TESDS2-6-2017  
**OFFICE** : Rizal Occidental Mindoro TESDA Training and Accreditation Center, Region IV-B  
**MONTHLY BASIC SALARY** : (SG-16) (PhP 39,672.00) **PERA:** 2,000.00 **RATA:** N/A

#### THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 15% - Facilitate learning sessions;
- 15% - Handles systems and procedures to ensure efficient and effective program implementation;
- 15% - Develop competency-based learning materials/devices by enhancing the CBLM, prepare slides presentations to continuously improve the quality of instruction;
- 15% - Provides technical assistance to agency beneficiaries;
- 10% - Assists in coordinating with industry groups/associations, NGOs in the implementation of training programs
- 10% - Prepares reports and monitor program;
- 5% - Utilizes ICT in facilitating training learning;
- 5% - Consolidates data and other periodic reports;
- 5% - Prepares internal and external communications; and
- 5% - Performs other related functions.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Bachelor's Degree relevant to the job  
**EXPERIENCE** : 1 year relevant experience  
**TRAINING** : 4 hours relevant training  
**ELIGIBILITY** : Career Service (Professional)/Second Level Eligibility

#### SPECIAL QUALIFICATIONS:

- Good in oral and written communication
- Preferably possesses National Certificate II and Trainers Methodology Level 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 **June 15, 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 2023 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 by CSC 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 and Trainers Methodology I (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

**PUBLICATION DATE: June 5, 2023**

"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."