

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : TESD Specialist II  
**FORMER** : Ralph Lawrence B. Aceveda  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-TESDS2-220-2017  
**OFFICE** : TESDA Region IV-B – Regional Operations Division  
**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% - Assist in the implementation of quality system by initiating programs that contribute to the effective implementation of overall quality system of the agency;
- 15% - Provides technical assistance to agency beneficiaries and stakeholders such as accurate and complete information on programs and services, contact persons, program requirements, and other relevant information ;
- 15% - Prepares and consolidates reports and monitor program;
- 15% - Conducts compliance audit and technical inspections based on audit plan and approved audit plan procedures;
- 10% - Establish network and linkages with TVET stakeholders and partners through regular communication, invitation to events and meetings, sending of relevant reports that will further strengthen the partnership;
- 10% - Conducts studies and researches through various methods;
- 10% - Implements social marketing, advocacy and networking through the conduct of orientations, dissemination of brochures and pamphlets to radio and TV programs, social media postings and announcements, meetings with various groups;
- 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

#### 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;
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- 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 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); 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

**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."