

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Instructor I
FORMER : Jazzer A. Loto
INCUMBENT
ITEM NUMBER : TESDAB-INST1-243-2017
OFFICE : Torrijos Poblacion School of Arts and Trades (TPSAT)
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%) Develop instructional materials, facilitates learning activities, administers tests and evaluates students programs;
- (20%) Implement classroom, and facilities management;
- (20%) Update curriculum, prepares learning manual, learning modules;
- (10%) Manage production activities;
- (10%) Participate in community extension program and other civic projects; and
- (10%) Perform other related functions;

JOB QUALIFICATIONS OF THE HIREE ARE:

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

SPECIAL QUALIFICATIONS:

- Preferably a holder of Cookery NC II or Bread and Pastry Production NC II
- Preferably with Trainers Methodology Level I
- Good in oral and written communication
- Exhibits proactive initiative in job performance.
- Demonstrates the ability to adhere to and execute given instructions effectively.
- Demonstrates efficiency in performing clerical tasks within a timely manner.
- Proficiency in Information Technology and Microsoft Office skills are essential requirements.
- Proficient in video editing and proficient in creating compelling PowerPoint presentations.

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
- 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 **January 2, 2024**:

- Letter of Application addressed to **Regional Director ANGELINA M. CARREON**, specifying the position and office applying for;
- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
- Performance Rating in the last rating period CY 2023 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);
- 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
- Certified true 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

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