

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Vocational Instruction Supervisor I
FORMER : Joysedyll M. Fajutnao
INCUMBENT
ITEM NUMBER : TESDAB-VOCIS1-70-2017
OFFICE : Romblon National Institute of Technology (RNIT)
MONTHLY BASIC SALARY : (SG-16) (39,672.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (20%) Initiate the development projects/activities that will redound to the general welfare of the students;
- (10%) Adopt policies, recommends measures to achieve quality education and training;
- (10%) Review curriculum and update the whole system within the prescribed standards;
- (10%) Responsible in the monitoring of the enrolment, graduates and drop-outs, investigates the underlying causes of students' drop-outs;
- (10%) Direct the instructors towards an efficient and effective implementation of technical education and training;
- (10%) Establish and maintain linkages with external parties; and
- (30%) Perform other related functions.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : 4 hours of relevant training
TRAINING : 1 year of relevant experience
ELIGIBILITY : PBET/TEACHER/RA 1080/ Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- Preferably with National Certificate in any Qualification and Trainers Methodology Level I (TM I)

CORE COMPETENCIES:


- Work effectively in vocational education and training
- Lead workplace communication
- Supervise implementation of quality standards and procedures
- Supervise workplace health, safety, security practices and environmental requirements
- Facilitate the promotion of programs and services
- Utilize IT applications
- Supervise implementation of TVET program
- Plan training programs

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;
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- 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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