

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Assistant Professor I  
**FORMER** : Hermelina H. Cruz  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-AP1-6-2020  
**OFFICE** : Puerto Princesa School of Arts and Trades (PPSAT), Region IV-B  
**MONTHLY BASIC SALARY** : (SG-15) (Php 36,619.00) **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  
**EXPERIENCE** : 1 year of relevant experience  
**TRAINING** : 4 hours of relevant training + National Certificate II (NC II)  
**ELIGIBILITY** : Career Service Professional or any eligibility appropriate for 2nd level position

#### SPECIAL QUALIFICATIONS:

- Good in oral and written communication
- Preferably possesses Trainers Methodology I and/or National TVET Trainers Certificate
- Graduate of Bachelor of Science in Business Administration /Accounting (Bookkeeper)

#### 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
- Design training program
- Develop training materials
- Prepare technical reports
- Conduct TNA

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **January 29, 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); 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); and
- Copy of National Certificate II (NC 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: January 19, 2024**