

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Instructor I (*Re-open*)  
**FORMER** : Ma. Dianne Lu L. Galicia  
**INCUMBENT**  
**ITEM NUMBER** : TESDA-DTIB-INST1-1-2019  
**OFFICE** : Romblon National Institute of Technology, Region IV-B  
**MONTHLY BASIC SALARY** : (SG-12) (PhP 29,165.00) **PERA:** 2,000.00 **RATA:** N/A

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

- (25%) Develop instructional materials, facilities, learning activities, administers test and evaluates student programs;
- (20%) Implement classroom and facilities management;
- (20%) Updates curriculum, prepares learning manuals, learning modules;
- (20%) Manages production activities;
- (10%) Participates in community extension program and other civic activities;
- (5%) Performs other related functions.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

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

#### SPECIAL QUALIFICATIONS:

- Preferably knowledgeable in General Education Subjects for Diploma in Mechanical Engineering Technology (DMET)

#### 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 29, 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
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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
- 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**