

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (First Level Positions)

POSITION : Administrative Aide IV (Clerk II)
FORMER : Ramon M. Robledo
INCUMBENT
ITEM NUMBER : TESDAB-ADA4-110-2017
OFFICE : Simeon Suan Vocational and Technical College (SSVTC)
MONTHLY BASIC SALARY : (SG-4) (PhP 15,586.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (25%) Operates the computer in encoding and printing data from source documents;
- (20%) Performs Administrative related functions (Special Qualifications);
- (20%) Prepares internal and external communications;
- (20%) Maintains the filing system and documentation system of the office;
- (15%) Performs required housekeeping and reports malfunction to supervisor.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Completion of two year studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-professional/ First Level Eligibility

SPECIAL QUALIFICATIONS:

- Proficiency in office software and other software tools
- Good in oral and written communication

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Receive and respond to workplace communication
- Work with others
- Demonstrate work values
- Practice basic housekeeping procedures
- Perform computer operations
- Compile records
- Perform clerical procedures
- Carry out minor vehicle maintenance and servicing
- Drive light vehicle
- Implement and coordinate accident-emergency procedures

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 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;
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- 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: January 19, 2024