

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Technical Education and Skills Development Specialist II  
**FORMER** : Nikka Jane M. Dela Cruz  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-TESDS2-6-2017  
**OFFICE** : Rizal Occidental Mindoro TESDA Training and Accreditation Center (ROMTTAC)  
**MONTHLY BASIC SALARY** : (SG-16) (PhP 39,672.00) **PERA:** 2,000.00 **RATA:** N/A

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

- (20%) Conducts training/Facilitates eLearning sessions in basic, common, and core competencies in Center-Based and;
- (15%) Prepares session plan, progress chart and trainee evaluation;
- (15%) Develops competency-based learning/ eLearning materials/devices;
- (15%) Implements special training projects for specific clients;
- (15%) Conducts competency assessment;
- (10%) Keeps records, prepares and submits required reports
- (10%) Performs other related functions;

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Bachelor's degree relevant to the job  
**EXPERIENCE** : 1 year of relevant experience  
**TRAINING** : 4 hours of relevant training  
**ELIGIBILITY** : Career Service (Professional)  
Second Level Eligibility

#### SPECIAL QUALIFICATIONS:

- Good in oral and written communication

#### 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
- Write basic communication
- Utilize IT applications
- Gather data
- Maintain database

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **March 17, 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;
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- 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);

***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: March 7, 2024**