

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Administrative Aide VI (Clerk III)
FORMER : Ana Marie Socorro A. Salido
INCUMBENT
ITEM NUMBER : TESDAB-ADA6-71-2017
OFFICE : TESDA Region IV-B – Finance and Administrative Services Division
MONTHLY BASIC SALARY : (SG-6) (PhP 17,553.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Operate the computer in encoding and printing data from source documents;
- Maintain the filing system and documentation system of the office;
- Prepare communications (notice, memoranda, letters, transmittal etc.);
- Regular monitoring of email and ensure forwarding to the appropriate recipient for action/s;
- Prepare monitoring of outgoing and incoming communications of TESDA Region IV-B;
- Perform required housekeeping and reports malfunction to supervisor;
- Perform other task such as providing assistance to Human Resource or Finance or as may be instructed by the immediate supervisor.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Sub-professional) / First Level Eligibility

SPECIAL QUALIFICATIONS:

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

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
- Supervise motorpool services

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **March 17, 2024**:

- 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: March 7, 2024