

# TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

## JOB OPENING (Second Level Positions)

**POSITION** : TESD Specialist I  
**FORMER** : Cherrie Rose D. Angeles  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-TESDS1-75-2017  
**OFFICE** : TESDA Region IV-B – Regional Operations Division  
**MONTHLY BASIC SALARY** : (SG-13) (Php 31,320.00) **PERA:** 2,000.00 **RATA:** N/A

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

- 15% - Handles systems and procedures to ensure efficient and effective program implementation;
- 15% - Provides technical assistance to agency beneficiaries;
- 15% - Prepares reports and monitor program;
- 10% - Consolidates data and other periodic reports;
- 10% - Responds to public inquiries;
- 10% - Prepares internal and external communications;
- 10% - Coordinates with different offices;
- 10% - Conducts compliance audit; and
- 5% - Performs other related functions.

### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Bachelor's Degree relevant to the job  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**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
- Utilize IT applications
- Prepare report

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**