

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING

(First Level Positions)

POSITION : Administrative Aide IV (Clerk II)
FORMER : Mary Lor A. Lagan
INCUMBENT
ITEM NUMBER : TESDAB-ADA4-111-2017
OFFICE : Puerto Princesa School of Arts and Trades (PPSAT)
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%) Receives, records, releases, and files communications and other documents
- (20%) Maintains records, reports and other pertinent documents
- (20%) Consolidates data and other periodic reports
- (10%) Responds to public inquires
- (15%) Coordinates with different offices
- (10%) Performs other related functions

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:

- Preferably with knowledge and experience in Preventive Facilities and Maintenance
- Must be physically and mentally fit and of good moral character.
- Good in oral and written communications.
- Good interpersonal relationship and work attitude.
- Proficient in the use of Computer software (Word Processing. Worksheet. PowerPoint).

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

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **August 9, 2024:**

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
 - Performance Rating in the last rating period CY 2024 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2024 and July to December 2023 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;
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- 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

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