

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Instructor I  
**FORMER** : June Ryan G. Fuentes  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-INST1-255-2017  
**OFFICE** : Romblon National Institute of Technology  
**MONTHLY BASIC SALARY** : (SG-12) (Php 29,165.00) **PERA:** 2,000.00 **RATA:** N/A

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

- 15% - Prepares instructional materials/CBLM;
- 15% - Facilitate learning activities/extension services;
- 10% - Administer written/actual examination of students;
- 10% - Compute, record and submit students' rating;
- 10% - Manage classroom conduciveness to learning;
- 20% - Conduct research study; and
- 20% - Performs other related functions.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Bachelor's Degree (*open*)  
**EXPERIENCE** : None required  
**TRAINING** : National Certificate (NC II)  
**ELIGIBILITY** : Career Service Professional or any eligibility appropriate for 2nd level position

#### SPECIAL QUALIFICATIONS:

- Can handle General Subjects in Diploma in Mechanical Engineering Technology including Physical Education
- With National Certificate (NC) Level II in SMAW

#### 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
- Plan Training Session
- Facilitate learning session
- Supervised work-based learning
- Conduct competency assessment
- Maintain training facilities
- Utilize electronic media in facilitating training

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;
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- 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;
- Copy of National Certificate (NC) II;
- 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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