

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Instructor III
FORMER : Carolyn M. Manga
INCUMBENT
ITEM NUMBER : TESDAB-INST3-122-2017
OFFICE : Puerto Princesa School of Arts and Trades (PPSAT)
MONTHLY BASIC SALARY : (SG-14) (Php 33,843.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (30%) Develops Instructional materials, facilities learning activities.
- (25%) Implements classroom and facilities management
- (20%) Updates curriculum prepares learning manuals, learning modules
- (10%) Manages production activities
- (10%) Participates in community extension program and other civic projects
- (5%) Performs other related functions.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's Degree
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours relevant training + National Certificate (NC II)
ELIGIBILITY : Career Service Professional or any eligibility appropriate for 2nd level position

SPECIAL QUALIFICATIONS:

- Preferably with Trainers Methodology Level I (TM I) and/or National TVET Trainers Certificate and National Certificate (NC) II in Front Office Services.
- Preferably with units in Master's Degree.
- Must be physically and mentally fit and of good moral character.
- Good in oral and written communications.
- Good in coaching facilitating skills.
- 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
- 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
- Supervise 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;
- 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

PUBLICATION DATE: July 30, 2024