

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Assistant Professor I  
**FORMER** : PRENZ JUMER LOTA  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-AP1-120-2017  
**OFFICE** : Romblon National Institute of Technology (RNIT), Region IV-B  
**MONTHLY BASIC SALARY** : (SG-15) (Php38,413.00) **PERA:** 2,000.00 **RATA:** N/A

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

- (30%) Facilitates learning session;
- (20%) Develop competency-based learning materials/devices;
- (20%) Conduct Competency assessment;
- (10%) Utilizes ICT in facilitating learning;
- (10%) Conduct Research; and
- (10%) Perform other related functions.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

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

#### 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
- Design training program
- Develop training materials
- Prepare technical reports
- Conduct TNA

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **November 22, 2024**:

- Letter of Application addressed to **Regional Director ANGELINA M. CARREON**, specifying the position and office applying for;
  - 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 Copy Career Service Professional or any eligibility appropriate for 2nd level position;**
- 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;
- 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.***

SNGD  
**RHONA M. MARASIGAN**  
Acting Chief Administrative Officer  
TESDA MIMAROPA

***PUBLICATION DATE: November 11, 2024***

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Guidance Counselor III  
**FORMER** : MELY RECTO  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-GUIDC3-80-2017  
**OFFICE** : Romblon National Institute of Technology (RNIT), Region IV-B  
**MONTHLY BASIC SALARY** : (SG-13) (Php32,870.00) **PERA:** 2,000.00 **RATA:** N/A

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

- (20%) Keeps inventory of test results of students and cumulative records;
- (20%) Conducts seminars to students, parents and teachers or informative drive regarding scholarships;
- (20%) Conducts interview or counseling of students with failures, lacking subjects, or with personal problems, maladjustments and make some follow-ups;
- (20%) Does research in relation to guidance for the development of the students, the school, etc;
- (10%) Assists trainers and staff regarding personal problems related to training/school life;
- (10%) Perform other related functions as required.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Master's degree in Guidance and Counseling  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**ELIGIBILITY** : RA 1080 (Guidance Counselor)

#### 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
- Plan guidance program
- Conduct orientation programs
- Conduct counseling
- Administer pre-training tests
- Facilitate job placement functions

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  - Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
-

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- **Authenticated PRC License (Guidance Counselor);**
- 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;
- 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
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SGND  
**RHONA M. MARASIGAN**  
Acting Chief Administrative Officer  
TESDA MIMAROPA

**PUBLICATION DATE: November 11, 2024**

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Assistant Professor I  
**FORMER** : ROGELIO BAGONA JR.  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-AP1-119-2017  
**OFFICE** : Puerto Princesa School of Arts and Trades (PPSAT), Region IV-B  
**MONTHLY** : (SG-15) **PERA:** 2,000.00 **RATA:** N/A  
**BASIC SALARY** (PhP38,413.00)

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

- (30%) Facilitates learning session;
- (20%) Develop competency-based learning materials/devices;
- (20%) Conduct Competency assessment;
- (10%) Utilizes ICT in facilitating learning;
- (10%) Conduct Research; and
- (10%) Perform other related functions.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

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

#### SPECIAL QUALIFICATIONS:

- With a National Certificate in Front Office Service NC II

#### 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
- Design training program
- Develop training materials
- Prepare technical reports
- Conduct TNA

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- **Authenticated Copy Career Service Professional or any eligibility appropriate for 2nd level position;**
- 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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SGND  
**RHONA M. MARASIGAN**  
Acting Chief Administrative Officer  
TESDA MIMAROPA

**PUBLICATION DATE: November 11, 2024**

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Administrative Officer I  
**FORMER** : GUINEVER LAGRAN  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-ADOF1-49-2017  
**OFFICE** : Buyabod School of Arts and Trades (BSAT), Region IV-B  
**MONTHLY BASIC SALARY** : (SG-10) (Php24,381.00) **PERA:** 2,000.00 **RATA:** N/A

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

- (20%) Determines actual need of the office and prepares job orders and requisitions of supplies;
- (5%) Checks requisitions and deliveries of supplies, materials and equipment;
- (5%) Maintains record of all accountable properties and recommends disposal of unserviceable materials and equipment;
- (15%) Keep records of administrative and financial documents by filling complete copies of transaction and providing safety measures to ensure the security of documents;
- (15%) Prepares various communications, documents and reports by providing significant and reliable information in order to convey the purpose and objective of the information to concerned;
- (5%) Consolidates data and other periodic reports by organizing source of data and reports gathered to come-up with a comprehensive data/reports when needed;
- (15%) Uses word processing and spreadsheet to effectively carry out writing of letters, communications, memoranda and similar documents to facilitate performance of accounting functions;
- (5%) Keeps records of administrative and financial documents by filing complete copies of transactions and providing safety measures to ensure security documents;
- (5%) Keeps hard and soft copies of transaction to ensure availability and accessibility at all times; and
- (10%) Performs other related tasks that may be assigned from time to time;

#### 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

#### CORE COMPETENCIES:

- Work effectively in vocational education and training
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Demonstrate awareness on standards and procedures
- Promote programs and services
- Use relevant technologies
- Procure materials, equipment and services
- Facilitate the conduct of inventory and disposal of unserviceable properties

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SGND  
**RHONA M. MARASAIGAN**  
Acting Chief Administrative Officer  
TESDA MIMAROPA

**PUBLICATION DATE: November 11, 2024**



## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Technical Education and Skills Development Specialist I  
**FORMER** : DIONALIVE P. ABRIA  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-TESDS1-8-2017  
**OFFICE** : Rizal Occidental Mindoro TESDA Training and Accreditation Center (ROMTTAC), Region IV-B

**MONTHLY BASIC SALARY** : (SG-13) (Php32,870.00) **PERA:** 2,000.00 **RATA:** N/A

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

- (20%) Deliver Instructional and Facilitate learning session
- (20%) Develops competency-based learning materials/devices by enhancing the CBLM, creating and updating LMS contents, preparing slides presentations to continuously improve the quality instruction;
- (15%) Conducts competency assessment by administering tests, quizzes, institutional assessment to trainees;
- (10%) Assist in the maintenance of training equipment and facilities by performing preventive maintenance activities and recording same in the approved maintenance forms;
- (5%) Performs repairs on tools and equipment within his/her skills capability and submit request for repair to concerned unit for those that need appropriate repair jobs;
- (10%) Utilizes ICT in facilitating learning by: utilizing specialized communications skills; using audio visual and multi-media equipment; using personal computer in Educational Technology;
- (10%) Prepares various communications, documents and reports by providing significant and reliable information in order to convey the purpose and objective of the information to concerned; and
- (10%) Performs other related task that may be assigned from time to time;

#### 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

#### 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

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- **Authenticated Copy Career Service Professional or any eligibility appropriate for 2nd level position**
- 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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SGND  
**RHONA M. MARASIGAN**  
Acting-Chief Administrative Officer  
TESDA MIMAROPA

**PUBLICATION DATE: November 11, 2024**

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Instructor III  
**FORMER** : MARINA PERIA  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-INST3-125-2017  
**OFFICE** : Puerto Princesa School of Arts and Trades (PPSAT), Region IV-B  
**MONTHLY BASIC SALARY** : (SG-14) (Php35,434.00) **PERA:** 2,000.00 **RATA:** N/A

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

- (20%) Organizes training session by preparing session plan, instructional materials, training activity matrix, institutional assessment tools and other competency based learning materials and organizing training resources such as workshops, supplies and materials, equipment, tools and facilities;
- (20%) Delivers competency-based training by conducting pre assessment of trainees, facilitating training session following the approved session plan and training activity matrix, monitoring trainee's progress by checking work projects, administering institutional assessment and analyzing results, to monitor learners' performance, recording trainees' performance in Learners Record Book, Achievement Chart and Progress Chart, Evaluating training sessions, Observes safety precautions, implements classroom and facilities management;
- (15%) Develops competency-based learning materials/devices by enhancing the CBLM, creating and updating LMS contents, preparing slides presentations to continuously improve the quality of instruction;
- (10%) Conducts competency assessment by administering tests, quizzes, institutional assessment to trainees;
- (10%) Supervises the maintenance of training facilities to check functionality of equipment, facilities and tools;
- (10%) Practices quality management by complying with established operating standards, policies and procedures at all times and monitoring and evaluating the implementation of quality standards within the institutions;
- (5%) Utilizes ICT in facilitating learning by: utilizing specialized communications skills, using audio visual and multi-media equipment, using personal computer in Educational Technology;
- (5%) Undertakes research by identifying research agenda and utilizing traditional and online approaches to gather and analyze updated TVET information and trends as inputs in the preparation and enhancement of TVET learning materials; and
- (5%) Performs other related task that may assigned from time to time.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

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

#### SPECIAL QUALIFICATIONS:

- With Front Office Service NC II and Barista NC II

#### 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

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SGND  
**RHONA M. MARASIGAN**  
 Acting Chief Administrative Officer  
 TESDA MIMAROPA

**PUBLICATION DATE: November 11, 2024**

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Administrative Aide IV (Driver II)  
**FORMER** : OSCAR ESPINAS  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-ADA4-106-2017  
**OFFICE** : Provincial Office-Palawan, Region IV-B  
**MONTHLY BASIC SALARY** : (SG-4) (PhP16,209.00) **PERA:** 2,000.00 **RATA:** N/A

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

- Fetches/Transport officials and employees to and from various destinations on time to ensure official's and employee's promptness in his/her appointments for the day;
- Plans route and requirement by studying the destination through reading road maps and/or searching from other sources to avoid traffic-laden areas;
- Maintains vehicle by ensuring its regular cleaning, making minor repairs, if necessary, performing basic troubleshooting to guarantee that the vehicle is in good running condition and free from defects;
- Performs other related task that may be assigned from time to time.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Elementary School Graduate  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**ELIGIBILITY** : Professional Driver's License

#### 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

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  - 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;
  - Professional Driver's 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;
  - 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);

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SGND  
**RHONA M. MARASIGAN**  
Acting Chief Administrative Officer  
TESDA MIMAROPA

***PUBLICATION DATE: November 11, 2024***