

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Administrative Officer IV  
**FORMER** : Jenette Fetalvero  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-ADOF4-124-2017  
**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:

- Supervises and monitor the financial and administrative operations of the school in coordination with financial and Administrative Services Division (FASD) by planning, monitoring and evaluating the efficiency and effectiveness of implementation of its progress, activities and projects (PAPs);
- Implements HR, procurement, general services and financial related policies, rules and regulations by planning, monitoring and evaluating the efficiency and effectiveness of implementation of its programs, activities and projects (PAPs);
- Monitors and evaluates programs and services implemented by the School by preparing action plan indicating the activities to be undertaken, expected output, resource needed, schedule of implementation and responsible person to keep track of the progress of work/deliverables to ensure accomplishment of expected output and target date of completion for effective program implementation;
- Initiates measure to enhance the capabilities of the staff by determining staff competency gaps through performance evaluation and needs analysis and identifying appropriate learning and development interventions to address the identified gaps.
- Analyzes financial and administrative reports to the school.
- 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
- Prepares Terms of Reference, Complete Staff Work, and similar documents;
- Consolidates data and other periodic reports by organizing source data and reports gathered to come-up with a comprehensive data/reports when needed;
- Assists in the preparation of Commitment and Review form in coordination with FASD and the School Administrator;
- Ensures implementation of programs and their compliance to relevant TESDA Implementing guidelines and evaluates and recommends changes for work improvements; and
- Performs other related tasks that may be assigned from time to time

#### andde/JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Bachelor's Degree relevant to the job  
**EXPERIENCE** : 1 year of relevant experience  
**TRAINING** : 4 hours of relevant training  
**ELIGIBILITY** : Career Service (Professional)/Second Level Eligibility

#### SPECIAL QUALIFICATIONS:

- Have a basic knowledge in procurement, cashier and finance.

#### 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
- Supervise administrative services
- Manage personnel action
- Maintain personnel records
- Evaluate employee performance
- Plan Staff Development Program

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **November 24, 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)/Second Level Eligibility;**
- 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.***

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

**PUBLICATION DATE: November 13, 2024**