

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Instructor II  
**FORMER INCUMBENT** : John Cyrus Valdez  
**ITEM NUMBER** : TESDAB-INST2-119-2017 ✓  
**OFFICE** : Puerto Princesa School of Arts and Trades (PPSAT), Region IV-B  
**MONTHLY BASIC SALARY** : Php 32,870.00      **PERA:** 2,000.00      **RATA:** N/A

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

- 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;
- 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 assessments and analyzing results to monitor learners' performance, recording trainees' performance in Learners Record Book, Achievement Chart and Progress Chart, evaluates training sessions, observes safety precautions, and implements classroom and facilities management;
- Conducts career counseling session;
- Communicates with individuals and groups;
- Plans and organize work;
- Leads learning workplace communication;
- Solves training related problems;
- 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;
- Conducts competency assessment by administering tests, quizzes, institutional assessment to trainees;
- Supervises the maintenance of training facilities to check functionality of equipment, facilities and tools;
- 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 institution;
- Utilizes ICT in facilitating learning by: utilizing specialized communication skills; using audio visual and multi-media equipment; using personal computer in Educational Technology;
- 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
- Performs other related task that may be assigned from time to time.

**JOB QUALIFICATIONS OF THE HIREE ARE:**

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

**SPECIAL QUALIFICATIONS:**

- Holder of Bookkeeping NC II

**CORE COMPETENCIES:**

- Exemplify Integrity
- Deliver Service Excellence
- Solve Problems and Making Decisions
- Work Effectively in TVET Environment

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **December 29, 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.***

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

**PUBLICATION DATE: December 19, 2024**