

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Technical Education and Skills Development Specialist I
FORMER
INCUMBENT : ANGELICA PELAEZ
ITEM NUMBER : TESDAB-TESDS1-7-2017
OFFICE : Rizal Occidental Mindoro TESDA Training and Accreditation Center (ROMTTAC), Region IV-B
MONTHLY BASIC SALARY : (SG-13) (Php 32,870.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Facilitates learning session by: Conducting training in basic, common and core competencies in Center-based and community/industry-based programs, Preparing session plan, progress chart and trainee evaluation, Preparing and administering tests to evaluate instruction, Providing guidance and support to trainees and conducting trainers training in special courses/trades;
- Develop 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;
- Assists in the maintenance of training equipment and facilities by performing preventive maintenance activities and recording same in the approved maintenance forms;
- Performs repairs on tools and equipment within his/her skills capability and submit requests for repair to concerned unit for those that need appropriate repair jobs;
- Utilizes ICT in facilitating learning by: utilizing specialized communication skills; using audio visual and multi-media equipment; using personal computer in Educational Technology;
- 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;
- Documents program delivery by preparing an After Activity Report every conduct of program implementation;
- Consolidates data and other periodic reports by organizing source data and reports gathered to come-up with a comprehensive data/reports when needed; and
- 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:


- 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)/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.


RHONA M. MARASIGAN
Acting Chief Administrative Officer
TESDA MIMAROPA

PUBLICATION DATE: December 19, 2024