

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (First Level Positions)

POSITION : Administrative Aide I (Utility Worker I (B))
FORMER : Polio Cayao, Jr.
INCUMBENT
ITEM NUMBER : TESDAB-ADA1-73-2017
OFFICE : Puerto Princesa School of Arts and Trades (PPSAT), Region IV-B
MONTHLY BASIC SALARY : (SG-1) (PhP 14,061.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Receives communications, documents and records in the logbook for their proper safekeep, reference and retrieval;
- Receives incoming and records in the logbook for tracking purposes;
- Provides assistance by answering phonein walk-in queries on School's concerns and refers to concerned staff;
- Does messengerial functions;
- Maintains the cleanliness of the training center building, facilities, grounds and environment;
- Takes charge of the cleanliness of the classrooms/workshop areas every end of the training program; and
- Performs other related tasks that may be assigned from time to time

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Must be able to read and write
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : None Required

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 **July 20, 2025**:

- 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 2025 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2025 and July to December 2024 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.


RHONAM: MARASIGAN
Acting Chief Administrative Officer
TESDA MIMAROPA

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