

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Instructor II
FORMER : Aeirrah Alarcon
INCUMBENT
ITEM NUMBER : TESDAB-INST2-125-2017 ✓
OFFICE : Puerto Princesa School of Arts and Trades (PPSAT), Region IV-B
MONTHLY BASIC SALARY : (SG-13) (Php 34, 421.00) **PERA:** 2,000.00 **RATA:** N/A

THE HIREE 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;
- Training Session Facilitation by:
 - Deliver Competency-based training
 - Conducts career counseling session
 - Communicates with individuals and groups
 - Plan and organize work
 - Leads learning workplace communications
 - Solves training related problems
- 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;
- Conduct competency assessment by administering tests, quizzes, institutional assessment to trainee;
- 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 relatd tasks 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

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.


RHONA M. MARASIGAN
 Acting Chief Administrative Officer
 TESDA MIMAROPA

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