

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Senior TESD Specialist
FORMER : Ma. Lourdes V. Del Mundo
INCUMBENT
ITEM NUMBER : TESDAB-SRTESDS-300007-2020
OFFICE : Provincial Training Center-Oriental Mindoro Region IV-B
MONTHLY BASIC SALARY : (SG-19) (Php56,390.00) **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
- Conducting trainers training in special courses/trades
- Conducts competency assessment by administering tests, quizzes, institutional assessment to trainees;
- Coordinates with industry groups /associations, NGOs in the implementation of PTC training programs;
- Implements special training project for specific clients
- Assist in the maintenance of training equipment and facilities by performing preventive maintenance activities and recording same in the approves 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
- Informs management of status of programs and services by preparing and submitting required updated reports within the prescribed timeline
- Utilizes ICT in facilitating learning by: utilizing specialized communication skills; using audio visual and multi-media equipment ; using personal computer in Educational Technology
- Conducts studies and researches on special phases of instruction to improve methods of instruction through desk research, online research, review of secondary literature and use them as inputs in the improvement of learning materials
- Performs other task that may be assigned from time to time

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
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 **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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