

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Senior TESD Specialist
FORMER : Reynaldo M. Hernandez
INCUMBENT
ITEM NUMBER : TESDAB-SRTESDS-171-2017 ✓
OFFICE : Provincial Office-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:

- Coordinates the programs and services in the Provincial Office;
- Monitors and supervises works of lower level specialists;
- Conducts independent researches and studies;
- Provides technical/instructional services to agency beneficiaries;
- Develops procedures and techniques in assessing TVET needs as well as in formulating educational/training program for a subject field;
- Develops curriculums for the benefit of the institution/center;
- Negotiates with partner agencies and stakeholders; and
- Performs other related functions.

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:

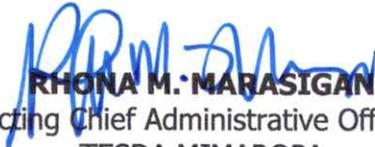
- Exemplify Integrity
- Deliver Service Excellence
- Solve Problems and Making Decisions
- Work Effectively in TVET Environment

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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