TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Tawiran, Calapan City, Oriental Mindoro

JOB OPENING

POSITION	:	Administrative Officer III (Cashier II)		
FORMER INCUMBENT	:	U M. Macapagal		
ITEM NUMBER	:	TESDAB-ADOF3-69-2017		
OFFICE	:	Romblon National Institute of Technology		
SALARY	:	SG-14 (PhP 37,024.00)	**PERA:**	2,000.00
			RATA:	N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 25% - Assist in monitoring financial and administrative operation of the center in coordination with the Financial and Administrative Service Division (FASD) by planning, monitoring and evaluating efficiency and effectiveness of implementation of its programs, activities and projects (PAPs);
- 25% - Prepares checks for payment, reconciliation of bank and book cash records, coordination with fiscal agencies and ensures availability of cash, collection and deposit of all revenues, and the administration of payroll and cash advances;
- 25% - Oversees the preparation of all financial and administrative reports of the school;
- 25% - Maintains all records and ledgers by ensuring that all cash being handled by the Cashiering unit are properly accounted for and that the records of deductions are timely remitted to concerned agencies.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) / Second level Eligibility

SPECIAL QUALIFICATIONS:

- Advanced oral and written communication skills;
- Good moral character and work ethics;
- Able to work under pressure with minimum supervision;
- Good Interpersonal Working Relationship in a team environment

CORE COMPETENCIES:

- Exemplify integrity (Influences others to consistently adhere to the policies, rules and regulations).
- Deliver service excellence (delivers and adds value to customers' standards and requirements).
- Solve problems and making decisions (Solves/addresses general workplace problems).
- Work effectively in TVET environment (Works within the training organization's quality framework).

All interested applicants must submit their application to: http://tiny.cc/tesdaregion4brecruitment not later than December 12, 2025:

- Intent letter addressed to Regional Director Baron Jose L. Lagran, indicating the position, office, where the vacancy exists and its item number;
- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2025) (printed in legal size paper) subscribed and sworn to with accomplished Work Experience Sheet (attachment to CSC Form 212, Revised 2025 can be downloaded at the CSC website);
- Service Records for *TESDA applicants or applicants from other government agencies* OR *Certificate/s of Employment for outside applicants*;
- List of training programs attended indicating the no. of training hours together with the certified photocopies of training certificates;
- Performance Evaluation System (PES) Ratings for Calendar Year 2024 for outside applicants OR Individual Performance Commitment Review (IPCR) ratings for January to June 2025 and July to December 2024 (with at least Very Satisfactory Rating) *for TESDA applicants or applicants from other government agencies*;
- Copy of previous appointment *for TESDA applicants or applicants from other government agencies;*
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peers, Subordinates (if applicable) and Clients (if applicable).
- Certified true copy of transcript of records/diploma;
- Authenticated copy/Photocopy/Scanned copy of Eligibility by CSC or PRC; and
- Awards related to Performance (proof of evidences in the form of citation, medal, plaque, for awards/rewards received) if applicable

"TESDA, as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however, that they meet the minimum requirements of the position to be filled."

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.

(SGD.) VANESSA JANE D. ACEVEDA
FASD Chief
TESDA MIMAROPA

PUBLICATION DATE: December 2, 2025