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

JOB OPENING

POSITION	:	Instructor III		
FORMER INCUMBENT	:	Melanis Baldea		
ITEM NUMBER	:	TESDAB-INST3-131-2017		
OFFICE	:	Romblon National Institute of Technology (RNIT)		
SALARY	:	SG-14 (PhP 38,764.00)	**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; and conducting trainers training in special courses/trades;
- Develops competency-based learning materials/devices;
- Conducts competency assessment; and
- Utilizes ICT in facilitating learning by: utilizing specialized communication skills; using audio visual and multi-media equipment; using personal computer in Educational Technology; and
- Performs other related tasks that may be assigned from time to time.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education:	Bachelor's Degree
Experience:	1 years relevant experience
Training:	4 hours relevant training + National Certificate II (NC II)
Eligibility:	Career Service Professional or any eligibility appropriate for Second Level position

SPECIAL QUALIFICATIONS:

- Advanced oral and written communication skills;
- Computer and digital literacy, especially in MS Office Applications;
- Good moral character and work ethics;
- Able to work under pressure with minimum supervision;
- Good Interpersonal Working Relationship in a team environment
- Preferably a holder of Trainers Methodology Level I and National TVET Trainers Certificate.

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 February 5, 2026:

- 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 (for first and second level positions;
- 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 2025 (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.

VANESSA JANE D. ACEVEDA
FASD Chief
TESDA MIMAROPA

PUBLICATION DATE: January 26, 2026