

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

JOB OPENING

POSITION : Vocational School Administrator I
FORMER : Rosarie R. Paras
INCUMBENT
ITEM NUMBER : TESDAB-VOCSA1-53-2017
OFFICE : Torrijos Poblacion School of Arts and Trades (TPSAT)
SALARY : SG-22 (PhP 81,796.00) **PERA:** 2,000.00
RATA: N/A

THE HIRER WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Manages the Training Institution by leading in the preparation of budget proposal and monitoring its utilization, preparation and evaluation of plans, programs, projects and services to ensure attainment of targets and objectives;
- Manages income generating programs (IGPs) by monitoring and evaluating the management and financial performance of the IGPs and makes recommendations based on findings;
- Sets up facilities and equipment maintenance system by developing maintenance plans and monitoring its implementation to ensure that facilities, equipment, tools and materials are properly maintained at the required time.
- Facilitates monitoring and evaluation of programs, projects and services to monitor institution's performance.
- Recommends appointments, promotion, transfer, separation of instructors and other school personnel under his/her jurisdiction.
- Designs and installs enhancement measures to improve administration effectiveness and efficiency of the training institution;
- Manages the monitoring of outputs and evaluation of outcomes through regular performance assessment and impact studies to assess the effectiveness, efficiency and responsiveness of programs, projects and services to clients.
- Manages the implementation of programs and services by reviewing planned activities, strategies and resources against actual program delivery.
- Recommends policies and standards by reviewing existing rules and policies through document analysis and consultation with the stakeholders to improve current processes and practices in the Training Institution for approval of the Provincial/Regional Director and TAC.
- Formulates institution's policies by reviewing new thrusts and priorities issued by the management that will serve as its guide in determining relevant programs and services.
- Updates existing systems and guidelines by evaluating their effectiveness and relevance to present conditions and integrating improvement areas in programs and services.
- Maintains public relations with the community by formal forging of partnerships through memorandum of agreement/understanding or contracts with industrial and community contacts.
- Visits and suggests improvement of community extension projects in the surrounding areas of the school under his/her jurisdiction.
- Reviews/studies requests of different organizations /individuals for barangay-based training or in center training to determine its responsiveness to the community.
- Coordinates with different barangay officials and NGOs/PO by holding or attending meetings and consultations to organize joint programs and activities.
- Leads in the formulation of strategic directions by clarifying its vision, mission, goals and objectives, providing strategic directions and identifying strategies, activities, resources and targets to achieve its desired status within the proposed timeframe.
- Directs the preparation, execution and review of the Institutional Development Plan by conducting plan monitoring and analyzing evaluation and feedback results as inputs to replanning of programs and strategies.
- Prepares the Institution's Commitment and Review Form by recommending work distribution and scheduling of programs or activities to ensure alignment with the Office mandates, priorities and deliverables.
- Discusses the approved Institution's Commitment and Review and assigns tasks to staff by distributing duties and responsibilities to ensure delivery of expected outputs.
- Coordinates and monitors the operations of the institution by tracking the progress of work/deliverables and reviewing the outputs of the staff to ensure accomplishment of deliverables in accordance with targets and standards.
- Develops human resource complement by determining staff competency gaps through performance evaluation and needs analysis and identifying appropriate learning and development interventions to address the identified gaps.
- Mentors staff in the performance of their respective duties and responsibilities by discussing their strengths and weaknesses and recommending appropriate learning and development programs and intervention to enhance their competencies.
- Evaluates performance of personnel through IPCR every end of semester and prepare Individual Development Plan to determine performance gaps and recommend learning and intervention programs to improve staff competencies.
- Initiates social marketing, advocacy and networking with other partners and stakeholders by supervising the preparation and implementation of the institution's promotion and advocacy plan to reach a wide client base of potential beneficiaries and partners.
- Attends programs, events and other activities of the Training Institution as proof of the Agency's and the Training Institution's strong commitment to provide accessible and available programs and services to its clients and stakeholders.
- Initiates the installation of the Training Institution's quality management system by developing its quality management system by developing its quality manual and operational procedures based on APACC, ISO and other quality standards.
- Manages QMS by checking compliance of programs/services to existing circular requirements, implementing guidelines and operating procedure, and recommending changes for work improvement.
- Manages the utilization of resources by coordinating with the Financial and Administrative Services Division (FASD) for the administrative and financial requirements of the Training Institution.

JOB QUALIFICATIONS OF THE HIRER ARE:

Education: Bachelor's degree relevant to the job
Experience: 3 year of relevant experience
Training: 16 hours of relevant training
Eligibility: PBET/Teacher/RA 1080/Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- Advance oral and written communication skills;
- Computer and digital literacy, especially in MS Office Applications;
- Good moral character and work ethics;

CORE COMPETENCIES:

- Exemplify integrity (Takes prompt and effective action to deal with unprofessional or unethical behavior).
- Deliver service excellence (Supervises provision of quality customer service).
- Solve problems and making decisions (Applies critical thinking and problem solving techniques in the workplace).
- Work effectively in TVET environment (Manages work and work relationship).

All interested applicants must submit their application to: <http://tiny.cc/tesdaregion4breruitment> 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

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