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

JOB OPENING

POSITION	:	Administrative Officer V (Human Resource Management Officer III)		
FORMER INCUMBENT	:	Yolanda M. Fortunato		
ITEM NUMBER	:	TESDAB-ADOF5-131-2017		
OFFICE	:	Provincial Office, Romblon		
SALARY	:	SG-18 (PhP 53,818.00)	**PERA:**	2,000.00
			RATA:	N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Supervises and monitors the financial and administrative operations of the Office in Coordination with the Financial and Administrative Services Division (FASD) by planning, monitoring and evaluating the efficiency and effectiveness of implementation of its programs, activities and projects (PAPs);
- Implements HR, procurement, general services and financial related policies, rules and regulations by planning, monitoring and evaluating the efficiency and effectiveness of implementation of its programs, activities and projects (PAPs);
- Analyzes financial and administrative reports of the Provincial Office;
- Performs other related functions.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education:	Bachelor's degree relevant to the job
Experience:	2 years relevant experience
Training:	8 hours relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- Advance 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 (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 ad work relationships).

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

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