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

JOB OPENING

POSITION	:	Instructor II		
FORMER INCUMBENT	:	Jose Paolo C. De Castro		
ITEM NUMBER	:	TESDAB-INST2-121-2017		
OFFICE	:	Puerto Princesa School of Arts and Trades (PPSAT)		
SALARY	:	SG-13 (PhP 36,125.00)	**PERA:**	2,000.00
			RATA:	N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Organizes training sessions by preparing session plan instructional materials training activity matrix institutional assessment tools and other competency based learning materials and organizing training resources such as workshops, supplies and materials, equipment, tools, and facilities;
- Delivers competency-based training by: Conducting pre assessment of trainees; Facilitating training session following the approved session plan and training activity matrix; Monitoring trainee's progress by checking work projects; Administering institutional assessments and analyzing results; To monitor learner's performance; Recording trainees' performance in Learners Record Book, Achievement Chart and Progress Chart; Evaluates training sessions; Observes safety precautions; and Implements classroom and facilities management.
- Conducts career counseling sessions;
- Communicates with individuals and groups;
- Plans and organize work;
- Solves training related problems;
- Develops competency-based learning materials/devices by enhancing the CBLM creating and updating LMS contents, preparing slides presentations to continuously improve the quality of instruction;
- Conducts competency assessment by administering tests, quizzes, institutional assessment to trainees;
- Supervises the maintenance of training facilities to check functionality of equipment, facilities and tools;
- Practices quality management by complying with established operating standards policies and procedures at all times and monitoring and evaluating the implementation of quality standards within the institution;
- Utilizes ICT in facilitating learning by: utilizing specialized communication skills using audio visual and multi-media equipment; using personal computers in Educational Technology;
- Undertakes research by identifying research agenda and utilizing traditional and online approaches to gather and analyze updated TVET information and trends as inputs in preparation and enhancement of TVET learning materials; and
- Performs other related tasks that may be assigned from time to time.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education:	Bachelor's degree
Experience:	None required
Training:	National Certificate II (NC II)
Eligibility:	Career Service Professional or any eligibility appropriate for 2nd level position

SPECIAL QUALIFICATIONS:

- Good in oral and written communication
- > Preferably possesses Trainers Methodology I and/or National TVET Trainers Certificate for Agricultural Crops Production NC II

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/address general workplace problems); and
- Work effectively in the 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 March 6, 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 2025 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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