

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

**JOB OPENING**

**POSITION** : Accountant I  
**FORMER** : Heaslyn G. Tadeo  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-A1-9-2017  
**OFFICE** : Rizal Occidental Mindoro TESDA Training and Accreditation Center (ROMTTAC), R4B  
**SALARY** : SG-12 (Php 33,947.00) **PERA:** 2,000.00  
**RATA:** N/A

**THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:**

- > Reviews the disbursement vouchers, Purchase Orders, Job Orders, Liquidation Reports by checking the completeness and validity of supporting documents to ensure compliance with accounting and auditing rules and regulations.
- > Prepares the complete set of financial statements and BFARs and submits to oversight agencies within the prescribed timeline;
- > Consolidates the financial statements and BFARs and submits to oversight agencies within the prescribed timeline;
- > Assists in providing technical and administrative assistance to other offices and units on accounting related matters by providing advice and relevant information as requested; and
- > Performs other related tasks that may be assigned from time to time.

**JOB QUALIFICATIONS OF THE HIREE ARE:**

**Education:** Bachelor's degree in Commerce/Business Administration major in Accounting  
**Experience:** None required  
**Training:** None required  
**Eligibility:** RA 1080 (Certified Public Accountant)

**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

**CORE COMPETENCIES:**

- > Exemplify integrity.
- > Deliver service excellence.
- > Solve problems and making decisions.
- > Work effectively in TVET environment.

**All interested applicants must submit their application to: <http://tiny.cc/tesdaregion4breruitment> not later than **March 22, 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: March 12, 2026**