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

JOB OPENING

POSITION	:	Administrative Assistant III (Secretary II (A))		
FORMER INCUMBENT	:	Cerela D. Gabao		
ITEM NUMBER	:	TESDAB-ADAS3-300028-2020		
OFFICE	:	Provincial Training Center, Occidental Mindoro, R4B		
SALARY	:	SG-9 (PhP 24,329.00)	**PERA:**	2,000.00
			RATA:	N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Receives communications, documents and records in the logbook for their proper safekeep, reference and retrieval;
- Receives incoming documents and records in the logbook for tracking purposes;
- Drafts simple communication (i.e. transmittal//acknowledgement memo/letter) based on processed office documents and standard format in order to convey information to concerned recipients;
- Provides assistance by answering phone-in/walk-in queries on PTC's concerns to respond to clients;
- Maintains the safekeeping of documents and records by sorting/labelling the documents to facilitate easy and quick retrieval of documents/records when needed;
- Uses word processing and spreadsheet to effectively carry out writing of letters, communications, memoranda and similar documents to facilitate performance of accounting functions;
- Uses email and online messaging software to facilitate communication, transfer and review of information with supervisors and requesting offices;
- Uses internet browsers to effectively research on up-to-date information for reference of supervisor; and
- Performs other related tasks that may be assigned from time to time.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education:	Completion of two year studies in College
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Sub-professional)/First Level Eligibility

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; and
- Good Interpersonal Working Relationship in a team environment.

CORE COMPETENCIES:

- Exemplify integrity (Practices adherence to organizational policies, rules and regulations).
- Deliver service excellence (Interacts with customers).
- Solve problems and making decisions (Solves/addresses routine problems).
- Work effectively in TVET environment (Works within the vocational education and training policy framework).

All interested applicants must submit their application to: http://tiny.cc/tesdaregion4brecruitment 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

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