

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

JOB OPENING

POSITION : Senior Technical Education and Skills Development Specialist
FORMER : Fritzie T. Endaya
INCUMBENT
ITEM NUMBER : TESDAB-SRTESDS-3-2017
OFFICE : Rizal Occidental Mindoro TESDA Training and Accreditation Center (ROMTTAC), R4B
SALARY : SG-19 (PhP 59,153.00) **PERA:** 2,000.00
RATA: N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Facilitates learning session by: conducting training in basic, common and core competencies in Center-based and community/industry-based programs; preparing session plan, progress chart and trainee evaluation; preparing and administering tests to evaluate instruction; providing guidance and support to trainees; and conducting trainers training in special courses/trades;
- 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;
- Coordinates with industry groups/associations, NGOs in the implementation of PTC training programs;
- Implements special training projects for specific clients;
- Assists in the maintenance of training equipment and facilities by performing preventive maintenance activities and recording same in the approved maintenance forms;
- Performs repairs on tools and equipment within his/her skills capability and submits requests for repair to concerned unit for those that need appropriate repair jobs;
- Informs management of status of programs and services by preparing and submitting required updated reports within the prescribed timeline;
- Utilizes ICT in facilitating learning by: utilizing specialized communication skills; using audio visual and multi-media equipment; using personal computer in Educational Technology;
- Conducts studies and researchers on special phases of instruction to improve methods of instruction through desk research, online research, review of secondary literature and use them as inputs in the improvement of learning materials;
- Keeps records, prepares and submits required reports by ensuring that reports are submitted within the prescribed timeline; and
- Performs other related tasks that may be assigned from time to time.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional)/ Second 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;
- Good Interpersonal Working Relationship in a team environment;
- Preferably a holder of Trainers Methodology Level II and National TVET Trainers Certificate; and
- Knowledgeable in Quality Management Systems (QMS).

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 relationships).

All interested applicants must submit their application to: <http://tiny.cc/tesdaregion4brecruitment> not later than **March 22, 2026:**

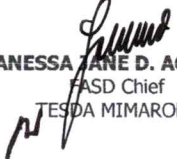
- Intent letter addressed to **Regional Director Baron Jose L. Lagran**, indicating the position, office, where the vacancy exists and its item number;
- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2025) (printed in legal size paper) subscribed and sworn to with accomplished Work Experience 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.

PUBLICATION DATE: March 12, 2026


VANESSA JANE D. ACEVEDA
ASD Chief
TESDA MIMAROPA