

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

JOB OPENING

POSITION	: Supervising Technical Education and Skills Development Specialist	
FORMER	: Joey C. Aclan	
INCUMBENT		
ITEM NUMBER	: TESDAB-SVTESDS-109-2017	
OFFICE	: Provincial Office, Oriental Mindoro, R4B	
SALARY	: SG-22 (Php 81,796.00)	PERA: 2,000.00
		RATA: N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Ensures proper implementation of programs and services by monitoring program activities based on the approved plan;
- Evaluates program implementation by checking status of program indicators if being accomplished according to plan;
- Evaluates applications for UTPRAS, PTCQCS and other programs by validating documents submitted by the Provincial Office for completeness, accuracy and authenticity before the signature of the Regional Director
- Evaluates assigned TESD programs and presents findings and recommendations to the supervisor.
- Assists the Provincial Director in developing policies by recommending guidelines, systems and procedures to ensure effective and efficient delivery of programs and services.
- Assists in establishing and maintaining public relations with the community by formal forging of partnerships through memorandum of agreement/understanding or contracts with industrial and community partners.
- Visits and suggests improvements of community extension projects in the surrounding areas of the school under his/her jurisdiction.
- Assists agency beneficiaries by providing accurate and complete information on programs and services, contact persons, program requirements and other relevant information.
- Maintains public relations with community, industry, government and non-government organizations through regular and non-government organizations through regular communication and engagement in TESDA programs and services.
- Assists in preparing the Office Commitment and Review Form by recommending work distribution and scheduling of programs or activities to ensure alignment with the Office mandates, priorities and deliverables.
- Assists in coordinating and monitoring the operations of the Office by tracking the progress of work/deliverables and reviewing the outputs of the staff to ensure accomplishment of deliverables in accordance with targets and standards.
- Assists in identifying developmental needs of the staff by discussing with the staff their performance and recommending appropriate intervention/s to ensure that they meet current and future job roles.
- Ensures the effective implementation of TESDA Quality Systems towards its continuous improvement and pursuant to ISO 9001:2015 standard requirements through consistent adherence to quality procedures and systems.
- Initiates social marketing, advocacy and networking through conduct of orientations, career guidance sessions in public and private high schools, dissemination of school brochures and pamphlets, guesting in radio and TV programs, social media postings and announcements, meetings with various groups.
- Assists the Provincial Director in directing, supervising and coordinating the operations and activities of the office.
- Leads in the preparation of reports by coordinating and monitoring the submission of reports by responsible staff.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education:	Bachelor's degree relevant to the job
Experience:	3 years of relevant experience
Training:	16 hours of relevant training
Eligibility:	Career Service (Professional)/ Second level Eligibility

SPECIAL QUALIFICATIONS:

- Planning Skills
- Oral and Written Communication Skills
- Monitoring and Evaluation Skills
- Negotiation Skills
- Research and Development Skills
- Skills in Networking and Linkaging
- Conflict Management Skills
- Adheres to Professional/Work Ethics
- Assertive and can work under pressure
- With Analytical and Creative Thinking
- Excellent Interpersonal Relations

CORE COMPETENCIES:

- Exemplify integrity (Takes prompt and effective action to deal with unprofessional or unethical behavior);

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 <https://bit.ly/tesdaregion4breruitmentv2> not later than June 28, 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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