

MEMORANDUM

R4B-FASD No. 169 s. 2026

TO/FOR : ALL TESDA OFFICES

FROM : The Regional Director
TESDA MIMAROPA

DATE : August 4, 2026

SUBJECT : Posting of TESDA MIMAROPA Vacancies

BACKGROUND

1. Reference/s:
 - a. CS Form No. 9 Revised 2025 – Request for Publication of Vacant Position dated August 4, 2026

DISCUSSION

2. This is to furnish you copies of the Job Opening in TESDA MIMAROPA for the following vacant position:

No.	Position Title	Plantilla Item No.	Place of Assignment	Former Incumbent
1	Administrative Officer IV (Human Resource Management Officer II)	TESDAB-ADOF4-121-2017	Simeon Suan Vocational and Technical College (SSVTC)	Dulce M. Suan
2	Instructor II	TESDAB-INST2-112-2017	Simeon Suan Vocational and Technical College (SSVTC)	Felson M. Maestro
3	Instructor I	TESDAB-INST1-17-2020	Simeon Suan Vocational and Technical College (SSVTC)	Joane H. Julao
4	Assistant Professor III	TESDAB-AP3-6-2020	Simeon Suan Vocational and Technical College (SSVTC)	Elvis G. Baes

5	Administrative Officer IV (Financial Analyst II)	TESDAB- ADOF4-116- 2017	Provincial Office - Oriental Mindoro	Femia F. Rogon
6	Technical Education and Skills Development Specialist II	TESDAB- TESDS2- 300026-2020	Provincial Training Center - Oriental Mindoro	Cristina T. Alimot
7	Technical Education and Skills Development Specialist II	TESDAB- TESDS2-19- 2019	Provincial Training Center - Oriental Mindoro	Lovely Karen B. Falceso

- All interested qualified Next-in-Rank employees and Job Order personnel are encouraged to submit the required documents not later than **August 14, 2026**.
- Kindly post the attached Job Openings in the bulletin board of your respective office.
- All interested applicants shall submit their application to:
<https://bit.ly/tesdaregion4brecruitmentv2>
- Applications after the set deadline will no longer be accepted or entertained.

RECOMMENDATION

- For your information, please.


BARON JOSE L. LAGRAN

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

JOB OPENING

POSITION : Administrative Officer IV (Human Resource Management Officer II)
FORMER : Dulce M. Suan
INCUMBENT
ITEM NUMBER : TESDAB-ADOF4-121-2017
OFFICE : Simeon Suan Vocational and Technical College (SSVTC)
SALARY : SG-15 (Php 42,178.00) **PERA:** 2,000.00
RATA: N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Supervises and monitors the financial and administrative operations of the School in coordination with the Financial and Administrative Services Division (FASD) by planning, monitoring and evaluating the efficiency and effectiveness of implementation of its programs, activities and projects (PAPs).
- Implements HR, procurement, general services and financial related policies, rules and regulations by planning, monitoring and evaluating the efficiency and effectiveness of implementation of its programs, activities and projects (PAPs).
- Monitors and evaluates programs and services implemented by the School by preparing an Action Plan indicating the activities to be undertaken, expected output, resources needed, schedule of implementation and responsible person to keep track of the progress of work/deliverables to ensure accomplishment of expected output and target date of completion for effective program implementation.
- Initiates measures to enhance the capabilities of the staff by determining staff competency gaps through performance evaluation and needs analysis and identifying appropriate learning and development interventions to address the identified gaps.
- Analyzes financial and administrative reports of the School.
- Establishes and maintains linkages with other offices and agencies by establishing open communication and maintaining a strong working relationship to achieve efficient collaborative arrangements with these offices.
- Keeps records of documents by filing complete copies of transactions and providing safety measures to ensure security of documents.
- Keeps hard and soft copies of transaction to ensure availability and accessibility at all times.
- Replies to queries by evaluating issues and concerns for clarifications and form uniform interpretation of financial and administrative rules and regulations.
- Gives information or advice on accounting and financial and administrative matters to inquiries based on rules and regulations to ensure uniform interpretation and applications.
- Prepares various communications, documents and reports by providing significant and reliable information in order to convey the purpose and objective of the information to concern.
- Prepares Terms of Reference, Complete Staff Work, and similar documents.
- Consolidates data and other periodic reports by organizing source data and reports gathered to come-up with a comprehensive data/reports when needed.
- Assists in the preparation of Commitment and Review Form in coordination with FASD and School Administrator.
- Ensures implementation of programs and their compliance to relevant TESDA Implementing Guidelines and evaluates and recommends changes for work improvements.
- 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: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- At least one (1) year of experience in planning and development;
- Knowledge of applicable government laws, CSC, DBM, COA & TESDA Policies; and
- Knowledge of Quality Management System (ISO 9001:2015).

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/addressess general workplace problems).
- Work effectively in TVET environment (Works within the training organization's quality framework).

All interested applicants must submit their application to: <https://bit.ly/tesdaregion4brecruitmentv2> not later than **August 14, 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 2026) (printed in legal size paper) subscribed and sworn to with accomplished Work Experience Sheet (attachment to CSC Form 212, Revised 2026 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 

PUBLICATION DATE: August 4, 2026

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

JOB OPENING

POSITION : Instructor II
FORMER : Felson M. Maestro
INCUMBENT
ITEM NUMBER : TESDAB-INST2-112-2017
OFFICE : Simeon Suan Vocational and Technical College (SSVTC)
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:

- Holder of Trainers Methodology Level I Certificate; and
- Holder of Early Childhood Care and Development Services NC III; or
- Holder of Domestic Work 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/addressess general workplace problems).
- Work effectively in TVET environment (Works within the training organization's quality framework).

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- 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

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VANESSA JANE D. ACEVEDA
FASD Chief, TESDA MIMAROPA 

PUBLICATION DATE: August 4, 2026

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

JOB OPENING

POSITION : Instructor I
FORMER : Joane H. Julao
INCUMBENT
ITEM NUMBER : TESDAB-INST1-17-2020
OFFICE : Simeon Suan Vocational and Technical College (SSVTC)
SALARY : SG-12 (Php 33,947.00) **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 (open)
Experience: None required
Training: National Certificate II (NC II)
Eligibility: Career Service Professional or any eligibility appropriate for 2nd level position

SPECIAL QUALIFICATIONS:

- Holder of Trainers Methodology Level I Certificate; and
- Holder of Cookery 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/addressess general workplace problems).
- Work effectively in TVET environment (Works within the training organization's quality framework).

All interested applicants must submit their application to: <https://bit.ly/tesdaregion4brecruitmentv2> not later than August 14, 2026:

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- 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

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VANESSA JANE D. ACEVEDA
FASD Chief, TESDA MIMAROPA 

PUBLICATION DATE: August 4, 2026

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

JOB OPENING

POSITION : Assistant Professor III
FORMER INCUMBENT : Elvis G. Baes
ITEM NUMBER : TESDAB-AP3-6-2020
OFFICE : Simeon Suan Vocational and Technical College (SSVTC)
SALARY : SG-17 (PhP 49,562.00) **PERA:** 2,000.00
RATA: N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Organizes training session 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 learners' performance, recording trainees' performance in Learners Record Book, Achievement Chart and Progress Chart, Evaluates training sessions, Observes safety precautions, Implements classroom and facilities management.
- Conducts career counseling session.
- Communicates with individuals and groups.
- Plans and organize work.
- Leads learning workplace communication.
- 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 computer 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 the preparation and enhancement of TVET learning materials.
- Performs other related tasks that may be assigned from time to time.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training + National Certificate II (NC II)
Eligibility: Career Service Professional or any eligibility appropriate for 2nd level position

SPECIAL QUALIFICATIONS:

- Holder of Trainers Methodology Level I Certificate;
- Holder of Automotive Servicing NC I and NC II; and
- Holder of Driving NC II with LTO Accreditation.

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/addresses general workplace problems).
- Work effectively in TVET environment (Works within the training organization's quality framework).

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- 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

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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: August 4, 2026

JOB OPENING

THE HIRER WILL BE RESPONSIBLE FOR THE FOLLOWING:

- VANESSA JANE D. ACEVEDA**
FASD Chief, TESDA MIMAROPA

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

JOB OPENING

POSITION : Technical Education and Skills Development Specialist II
FORMER : Cristina T. Alimot
INCUMBENT
ITEM NUMBER : TESDAB-TESDS2-300026-2020
OFFICE : Provincial Training Center – Oriental Mindoro
SALARY : SG-16 (PhP 45,694.00) **PERA:** 2,000.00
RATA: N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 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;
- 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;
- Assists in coordinating with industry groups/associations, NGOs in the implementation of RTC training programs;
- Assists in the implementation of special training projects for specific clients;
- Prepares various communications, documents and reports by providing significant and reliable information in order to convey the purpose and objective of the information to concerned recipients;
- Consolidates data and other periodic reports by organizing source data and reports gathered to come-up with comprehensive data/reports when needed;
- 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;
- Utilizes ICT in facilitating learning by: utilizing specialized communication skills; using audio visual and multi-media equipment; using personal computer in Educational Technology;
- Coordinates the administrative/technical concerns relative to the conduct of training programs and other training related activities; and
- Assists in the provision of technical services to the Training Center's clients/partners.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree relevant to the job
Experience: 1 year relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- Good moral character and work ethics;
- Good Interpersonal Working Relationship in a team environment;
- Holds National Certificate III in Bookkeeping; and
- Must be a holder of National TVET Trainers Certificate (NTTC).

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/addressess general workplace problems).
- Work effectively in TVET environment (Works within the training organization's quality framework).

All interested applicants must submit their application to: <https://bit.ly/tesdaregion4brecruitmentv2> not later than August 14, 2026:

- Intent letter addressed to **Regional Director Baron Jose L. Lagran**, indicating the position, office, where the vacancy exists and its item number;
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VANESSA JANE D. ACEVEDA
FASD Chief, TESDA MIMAROPA 

PUBLICATION DATE: August 4, 2026

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

JOB OPENING

POSITION	: Technical Education and Skills Development Specialist II	
FORMER	: Lovely Karen B. Falceso	
INCUMBENT		
ITEM NUMBER	: TESDAB-TESDS2-19-2019	
OFFICE	: Provincial Training Center – Oriental Mindoro	
SALARY	: SG-16 (PhP 45,694.00)	PERA: 2,000.00 RATA: N/A

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 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;
- 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;
- Assists in coordinating with industry groups/associations, NGOs in the implementation of RTC training programs;
- Assists in the implementation of special training projects for specific clients;
- Prepares various communications, documents and reports by providing significant and reliable information in order to convey the purpose and objective of the information to concerned recipients;
- Consolidates data and other periodic reports by organizing source data and reports gathered to come-up with comprehensive data/reports when needed;
- 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;
- Utilizes ICT in facilitating learning by: utilizing specialized communication skills; using audio visual and multi-media equipment; using personal computer in Educational Technology;
- Coordinates the administrative/technical concerns relative to the conduct of training programs and other training related activities; and
- Assists in the provision of technical services to the Training Center's clients/partners.

JOB QUALIFICATIONS OF THE HIREE ARE:

Education:	Bachelor's Degree relevant to the job
Experience:	1 year relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- Good moral character and work ethics;
- Good Interpersonal Working Relationship in a team environment;
- Holds relevant National Certificate or qualifications in construction sector or related field;
- Must be a holder of National TVET Trainers Certificate (NTTC).

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/addresses general workplace problems).
- Work effectively in TVET environment (Works within the training organization's quality framework).

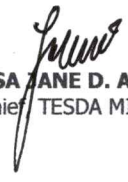
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- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2026) (printed in legal size paper) subscribed and sworn to with accomplished Work Experience Sheet (attachment to CSC Form 212, Revised 2026 can be downloaded at the CSC website);
- Service 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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