



Republic of the Philippines  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
ISO 9001: 2015 Certified  
TESDA III - JOB OPENING



**POSITION:** INSTRUCTOR I  
**FORMER INCUMBENT:** EUGENIO D. HANOPOL (RESIGNED)  
**ITEM NUMBER:** INST1-150001-2018  
**OFFICE:** GPSAT - TESDA REGION III  
**SALARY:** SG-12 (PhP 29,165.00) **PERA:** P2,000.00

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

- |     |   |
|-----|---|
| 55% | Conduct school based and community-based training;                            |
| 15% | Conducts competency assessment;   |
| 10% | Prepare and update CBLMs and session plans;                                   |
| 5%  | Prepare and submit required training and other reports;                       |
| 5%  | Assist in the preparation of OPCP; and  |
| 10% | Perform other functions assigned by the immediate supervisor or head of unit. |

**QUALIFICATIONS OF THE HIREE ARE:**

Education: Bachelor's Degree (open)  
Experience: None Required  
Training: National Certificate Level II (NC II)  
Eligibility: Career Service (Professional) or any eligibility appropriate for 2<sup>nd</sup> level position

**SPECIAL QUALIFICATIONS:**

- Preferably holder of National TVET Trainers Certificate (NTTC); National Certificate (NC) or Trainer's Methodology Certificate (TMC)
- Preferably with knowledge in electrical procedures;
- Must be physically and mentally fit and of good moral character;
- Good in oral and written communications;
- Good in coaching/facilitating skills;
- Good interpersonal relationship and work attitude;
- Proficient in the use of Computer Software (Word Processing, Worksheet, PowerPoint).

**CORE COMPETENCIES:**

- Work effectively in vocational education and training
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Implement quality standards and procedures
- Promote programs and services
- Plan training session
- Facilitate learning session
- Supervise work-based learning
- Conduct competency assessment
- Maintain training facilities
- Utilize electronic media in facilitating training

**All interested applicants must submit their application together with the following documents to Finance and Administrative Services Division (FASD), Regional Office III, Government Center, Maimpis, CSF (P), not later than November 26, 2023:**

1. Letter of application specifying the position and office applying for (original);
2. Duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet (WES) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (original);  
If sent via email, must be in PDF file not excel document
3. Certificate of eligibility/rating/license (authenticated);
4. Transcript of Records (authenticated);
5. Diploma (authenticated);
6. Certificate of Trainings (authenticated);
7. Awards related to performance (if applicable);
8. Proof of membership to office committees/TWGs (if applicable);
9. List of at least 5 references with complete contact details and email address: Superior, Peer, Subordinate, Client;
10. Expert Services (if applicable);
11. Certificate of Completion on TESDA online program "Practicing COVID-19 Preventive Measures in the Workplace";
12. Performance Evaluation / IPCR for July to December 2022 and January to June 2023 (if applicable);
13. Service Record (if applicable);
14. Copy of previous appointment (if applicable); and
15. Certificate of Employment (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.***

(original signed)  
**EVELYN M. LUNA**  
Chief Administrative Officer  
Finance and Administrative Services Division

**PUBLICATION DATE: November 16, 2023**