



JOB OPENING

POSITION: TECHNICAL (IT) SUPPORT STAFF
OFFICE: TESDA REGIONAL OFFICE III – MAIMPIS, CSFP
EMPLOYMENT STATUS: JOB ORDER
SALARY: SG-5 (PhP 15,275.00 a month / 694.32 per day)

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Receive email, incoming and outgoing documents;
- Encode and process admin documents;
- Troubleshoot technical problems on computer hardware and software;
- Assist staff on any IT-related concerns that may need immediate attention;
- Facilitate IT aspect during conduct of activities and other events;
- Assist in Program/Project coordination when necessary;
- Maintain effective relationship with clients/customers/guests;
- Demonstrate/apply work values/ ethics/ concepts/ in accordance with the transparent office ethical standard, policies and guidelines;
- Provide other reasonable services as maybe required by the ROD Chief, and the Regional Director.

QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree in Information Technology, Computer Science or any related course
Experience: Preferably with experience in IT
Training: None Required
Eligibility: None Required / CSC Eligibility a plus

OTHER QUALIFICATIONS:

- Good oral skills
- Quick thinker
- With background in photo and video editing

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) or via email at tesdaregion3.recruitment@gmail.com not later than April 8, 2022:

- Intent Letter indicating the position, office where the vacancy exists
- Duly accomplished Personal Data Sheet with Work Experience Sheet (CSC Form 212 Revised 2017) printed or in pdf file;
- Copy of transcript of records and diploma;
- List of training programs attended indicating provider and date together with copies of training certificates;
- Copy of Eligibility by CSC or PRC (if applicable);
- Performance Evaluation form from previous employer (if applicable);
- Clearance from previous employer (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: March 31, 2022



JOB OPENING

POSITION: ADMINISTRATIVE (HR) SUPPORT STAFF
OFFICE: TESDA REGIONAL OFFICE III – MAIMPIS, CSFP
EMPLOYMENT STATUS: JOB ORDER
SALARY: SG-5 (Php 15,275.00 a month / 694.32 per day)

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Clerical works on the updating of Personnel database;
- Assist in the validation of monthly Attendance Reports of POTIs;
- Filing and maintenance of employee 201 files;
- Assist in the evaluation of documents of applicants;
- Assist the Regional HRMO in the compilation of personnel records/documents related to CSC's PRIME-HRM;
- Assist in Program/Project coordination when necessary;
- Maintain effective relationship with clients/customers/guests;
- Demonstrate/apply work values/ ethics/ concepts/ in accordance with the transparent office ethical standard, policies and guidelines;
- Provide other reasonable services as maybe required by the HRMO, FASD Chief, and the Regional Director.

QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree relevant to the job
 Experience: Preferably with experience in Government HR operations
 Training: None Required
 Eligibility: None Required / CSC Eligibility a plus

OTHER QUALIFICATIONS:

- Good oral skills
- Able to draft simple/routinary communication
- Must be organized
- Skills in records management/5S housekeeping

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- Intent Letter indicating the position, office where the vacancy exists
- Duly accomplished Personal Data Sheet with Work Experience Sheet (CSC Form 212 Revised 2017) printed or in pdf file;
- Copy of transcript of records and diploma;
- List of training programs attended indicating provider and date together with copies of training certificates;
- Copy of Eligibility by CSC or PRC (if applicable);
- Performance Evaluation form from previous employer (if applicable);
- Clearance from previous employer (if applicable).

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EVELYN M. LUNA
 Chief Administrative Officer
 Finance and Administrative Services Division

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