Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified

TESDA III - JOB OPENING

POSITION: ACCOUNTANT IV
FORMER INCUMBENT: ELLA NESS D. DE LARA (PROMOTED)
ITEM NUMBER: TESDAB-A4-52-2017
OFFICE: REGIONAL OFFICE III – FINANCIAL AND ADMINISTRATIVE SERVICES DIVISION (FASD)
SALARY: SG-22 (PhP 81,796.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

10%	Supervises the recording of financial data by reviewing and ensuring the correctness and accuracy of financial entries to be able to generate accurate data;
15%	Reviews the disbursement vouchers by checking the completeness and validity of supporting documents to ensure compliance with accounting and auditing rules and regulations;
20%	Consolidates financial reports submitted by the Provincial Offices/TESDA Training Institutions by reviewing the correctness and accuracy of entries and statements to be able to prepare the financial status and report of the Regional Office for submission to the Commission on Audit (COA);
5%	Drafts policies and guidelines on financial matters by reviewing existing rules or policies and benchmarking on best practices of other organizations to enhance internal control measures on the financial transactions of the office;
5%	Supervises the closing of books of the Regional Office by reviewing and checking the journalization and posting thereto to be able to advise the Regional Director on the status of funds at the end of the fiscal year;
5%	Reviews the application of accounting rules and regulations in all financial transactions by carefully examining the legality of the transactions to ensure compliance to applicable accounting rules and regulations;
5%	Replies to queries by evaluating issues and concerns for clarification and for uniform interpretation of accounting rules and regulations;
5%	Advises the different offices on accounting related matters by conducting orientations or consultations to be able to come up with a uniform interpretation of accounting rules and regulations;
5%	Assists the Division Chief by recommending work distribution and scheduling of programs or activities to ensure alignment with the Regional Office mandates, priorities and deliverables;
5%	Assists the Division Chief in coordinating and monitoring the operations of the Division 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;
5%	Assists in the identification of developmental needs of the staff by discussing with the Division Chief their performance and recommending appropriate intervention/s to ensure that they meet current and future job roles;
5%	Assists in establishing and maintaining linkages with other offices and agencies on accounting related concerns by establishing open communication and maintaining a strong working relationship to achieve effective and efficient collaborative arrangements with these offices;
5%	Assists in providing technical and administrative assistance to other offices and units on accounting related matters by providing advice and relevant information as requested; and
5%	Perform other functions assigned by the immediate supervisor or head of operating unit.

QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree in Commerce/ Business Administration Major in Accounting
Experience: Three (3) years of Relevant Experience
Training: Sixteen (16) hours of Relevant Training
Eligibility: RA 1080 (CPA)

SPECIAL QUALIFICATIONS:

- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- 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
- Process disbursement documents
- Write basic communication
- Maintain Books of Accounts

All interested applicants must submit their COMPLETE application documents to this google form : https://forms.gle/4m2kKsiAP9D7AjTN7 not later than September 15, 2026*:*

1. Letter of application specifying the position and office applying for (original);
2. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed;
3. Hard copy or electronic copy of proof of eligibility/rating/license; (required for all applicants)
4. Hard copy or electronic copy of Transcript of Records; (required for all applicants)
5. Hard copy or electronic copy of Diploma; (required for all applicants)
6. Hard copy or electronic copy of Certificate of Trainings; (required for all applicants)
7. Awards related to performance; (if any)
8. Proof of membership to office committees/TWGs; (if any)
9. List of at least 5 references with complete contact details and email address: Superior, Peer, Subordinate, Client; (required for all applicants)
10. Expert Services (if any);

11. Hard copy or electronic copy of Performance rating in the last rating period; (required for all applicants)
12. Service Record (applicable for government employees only);
13. Copy of previous appointment (applicable for government employees only); and
14. Certificate of Employment (for employees previously employed in the private sector)

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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.

(original signed)
ELLA NESS D. DE LARA
Chief Administrative Officer
Finance and Administrative Services Division

PUBLICATION DATE: September 30, 2026

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified

TESDA III - JOB OPENING

POSITION: SUPERVISING TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST
FORMER INCUMBENT: DAISY C. SUPERIOR (RESIGNED)
ITEM NUMBER: TESDAB-SVTESDS-84-2017
OFFICE: PROVINCIAL OFFICE BULACAN
SALARY: SG-22 (PhP 81,796.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

75%	Assist the Provincial Director in directing, supervising and coordinating the operations and activities of the Provincial Office; Recommends systems and procedures to the Provincial Director to ensure efficient and effective program implementation; Coordinates the preparation of periodic reports; Administers the implementation of programs/projects; Maintain public relations with the community, industry and government and non-government organizations;
20%	Promotes community-based and industry-based programs; and
5%	Perform other functions assigned by the immediate supervisor or head of operating unit.

QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree relevant to the job
Experience: Three (3) years of Relevant Experience
Training: Sixteen (16) hours of Relevant Training
Eligibility: Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- Proficient in the use of Computer Software (Word Processing, Worksheet, PowerPoint)

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Lead Workplace Communication
- Develop Small Teams and Individuals
- Supervise Provision of Quality Customer Service
- Supervise Implementation of Quality Standards and Procedures
- Supervise the Implementation of Programs, Projects and Systems
- Supervise Workplace Health, Safety, Security Practices and Environmental Requirements
- Supervise the Promotion of Programs and Services
- Utilize IT Applications
- Mentor/Coach Personnel

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6. Hard copy or electronic copy of Certificate of Trainings; (required for all applicants)
7. Awards related to performance; (if any)
8. Proof of membership to office committees/TWGs; (if any)
9. List of at least 5 references with complete contact details and email address: Superior, Peer, Subordinate, Client; (required for all applicants)
10. Expert Services (if any);
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(original signed)
ELLA NESS D. DE LARA
Chief Administrative Officer
Finance and Administrative Services Division

PUBLICATION DATE: September 30, 2026

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified

TESDA III - JOB OPENING

POSITION: SUPERVISING TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST
FORMER INCUMBENT: ANDRES F. CABALU (PROMOTED)
ITEM NUMBER: TESDAB-SVTESDS-150001-2020
OFFICE: PROVINCIAL TRAINING CENTER GUAGUA, PAMPANGA
SALARY: SG-22 (PhP 81,796.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

20%	Manages the technical operations and administrative functions of the Provincial Training Center;
	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, PTCACS and other programs by validating documents for completeness, accuracy and authenticity before the signature of the approving authority;
	Evaluates assigned TESD programs and present findings and recommendations to the Provincial Director;
20%	Assists the Provincial Director in developing policies by recommending guidelines, systems and procedures to ensure effective and efficient delivery of programs and services;
15%	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 Provincial Training Center;
	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 communication and engagement in TESDA programs and services;
15%	Assists in preparing the Office Performance Commitment and Review (OPCR) 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 Provincial Training Center by tracking the progress of work/deliverables and reviewing the outputs of the personnel to ensure accomplishment of deliverables in accordance with targets and standards;
15%	Assists in identifying development needs of the personnel by discussing their performance and recommending appropriate intervention/s to ensure that they meet current and future job roles;
10%	Ensures consistent adherence to quality procedures and systems;
10%	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 Provincial Training Center; and
10%	Perform other related functions as may be assigned.

QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree relevant to the job
Experience: Three (3) years of Relevant Experience
Training: Sixteen (16) hours of Relevant Training
Eligibility: Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- Proficient in the use of Computer Software (Word Processing, Worksheet, PowerPoint)

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Lead Workplace Communication
- Develop Small Teams and Individuals
- Supervise Provision of Quality Customer Service
- Supervise Implementation of Quality Standards and Procedures
- Supervise the Implementation of Programs, Projects and Systems
- Supervise Workplace Health, Safety, Security Practices and Environmental Requirements
- Supervise the Promotion of Programs and Services
- Utilize IT Applications
- Mentor/Coach Personnel

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified

TESDA III - JOB OPENING

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4. Hard copy or electronic copy of Transcript of Records; (required for all applicants)
5. Hard copy or electronic copy of Diploma; (required for all applicants)
6. Hard copy or electronic copy of Certificate of Trainings; (required for all applicants)
7. Awards related to performance; (if any)
8. Proof of membership to office committees/TWGs; (if any)
9. List of at least 5 references with complete contact details and email address: Superior, Peer, Subordinate, Client; (required for all applicants)
10. Expert Services (if any);
11. Hard copy or electronic copy of Performance rating in the last rating period; (required for all applicants)
12. Service Record (applicable for government employees only);
13. Copy of previous appointment (applicable for government employees only); and
14. Certificate of Employment (for employees previously employed in the private sector)

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(original signed)
ELLA NESS D. DE LARA
Chief Administrative Officer
Finance and Administrative Services Division

PUBLICATION DATE: September 30, 2026

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
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TESDA III - JOB OPENING

POSITION: TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST II
FORMER INCUMBENT: CHRISTINE IRISH C. CASTILLO (PROMOTED)
ITEM NUMBER: TESDAB-TESDS2-3-2019
OFFICE: KOREA PHILIPPINES INFORMATION TECHNOLOGY TRAINING CENTER BULACAN
SALARY: SG-16 (PhP 45,694.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

40%	Facilitate and deliver competency-based and blended learning programs **within the ICT and emerging technology sector;**
25%	Plans, prepares and updates competency-based curriculum, session plans, CBLMs, Institutional assessment tools, training and maintenance plans;
10%	Conducts competency-based institutional Assessment of trainees at the end of each learning module;
10%	Maintains training tools and equipment, and facilities, submits Trainee's performance report, training report, inventory report and other training-related reports;
5%	Utilize E-media in facilitating training;
5%	Conducts Competency Assessment; and
5%	Perform other functions assigned by the immediate supervisor or head of operating unit.

QUALIFICATIONS OF THE HIREE ARE:

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

SPECIAL QUALIFICATIONS:

- **Preferably a holder of a valid National TVET Training Certificate (NTTC) in any qualifications under the ICT and emerging technology sector;**
- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- 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
- Write basic communication
- Utilize IT Applications
- Gather data
- Maintain database

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(original signed)
ELLA NESS D. DE LARA
Chief Administrative Officer
Finance and Administrative Services Division

PUBLICATION DATE: September 30, 2026

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
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TESDA III - JOB OPENING

POSITION: TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST I
FORMER INCUMBENT: JOAINA C. TEODORO (PROMOTED)
ITEM NUMBER: TESDAB-TESDS1-56-2017
OFFICE: REGIONAL OFFICE – REGIONAL OPERATIONS DIVISION (ROD)
SALARY: SG-13 (PhP 36,125.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

15%	Handles systems and procedures to ensure efficient and affective program implementation;
10%	Provide technical services to agency beneficiary/clients/stakeholders;
15%	Assist in the implementation and monitoring of technical programs;
10%	Assist in the establishment of linkages with industry partners/TVIs/LGUs/other NGAs;
15%	Consolidates data and other periodic reports;
5%	Responds to public inquiries;
5%	Prepares internal and external communications;
5%	Prepares terms of reference, researches/studies and proposals;
5%	Coordinates with different agencies/offices;
10%	Conducts compliance audit; and
5%	Perform other functions assigned by the immediate supervisor or head of operating unit.

QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree relevant to the job
Experience: None Required
Training: None Required
Eligibility: Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- 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
- Utilize IT Applications

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(original signed)
ELLA NESS D. DE LARA
Chief Administrative Officer
Finance and Administrative Services Division

PUBLICATION DATE: September 30, 2026

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified

TESDA III - JOB OPENING

POSITION: TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST I
FORMER INCUMBENT: AR-JAY V. PAYANG (PROMOTED)
ITEM NUMBER: TESDAB-TESDS1-61-2017
OFFICE: PROVINCIAL TRAINING CENTER TARLAC
SALARY: SG-13 (PhP 36,125.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

45%	Facilitate and delivers competency-based and blended learning program/s;
20%	Prepare and updates competency-based curriculum, session plans, CBLMs, Institutional Assessment Tools, training and maintenance plans;
10%	Conduct competency-based institutional assessment of trainees at the end of each learning module;
10%	Maintains training tools and equipment, and facilities, submits Trainee's Performance Report, Training Report, Inventory Report, and other training-related reports;
5%	Utilize E-media in facilitating training;
5%	Conducts Competency Assessment;
5%	Perform other functions assigned by the immediate supervisor or head of operating unit.

QUALIFICATIONS OF THE HIREE ARE:

Education: Bachelor's Degree relevant to the job
Experience: None Required
Training: None Required
Eligibility: Career Service (Professional)/Second Level Eligibility

SPECIAL QUALIFICATIONS:

- **Must be a holder of a valid National TVET Training Certificate (NTTC);**
- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- 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
- Utilize IT Applications

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(original signed)
ELLA NESS D. DE LARA
Chief Administrative Officer
Finance and Administrative Services Division

PUBLICATION DATE: September 30, 2026

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
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TESDA III - JOB OPENING

POSITION: ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)
FORMER INCUMBENT: LORENA B. LOMBOY (PROMOTED)
ITEM NUMBER: TESDAB-ADAS3-109-2017
OFFICE: PROVINCIAL OFFICE NUEVA ECIJA
SALARY: SG-9 (PhP 24,329.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

10%	Act as Special Disbursing and Collecting Officer (SCDO);
10%	Prepare checks, advices and dues to creditors/payees;
10%	Prepare reports of disbursements and collections and submits the same to COA;
10%	Monitors daily balance of funds with depository bank;
10%	Prepares the required Reports of Disbursements to liquidate cash advances with their area of coverage;
10%	Prepares Treasury accountability reports;
10%	Provides technical assistance to coverage units regarding treasury matters;
10%	Maintain cash books for various funds;
10%	Prepare communications; and
10%	Perform other functions assigned by the immediate supervisor or head of operating unit.

QUALIFICATIONS OF THE HIREE ARE:

Education: Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*
Experience: One (1) year of Relevant Experience
Training: Four (4) hours of Relevant Training
Eligibility: Career Service (Sub-Professional)/First Level Eligibility

SPECIAL QUALIFICATIONS:

- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- 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
- Promote programs and services
- Use relevant technologies
- Perform computer operations
- Compile records
- Perform clerical procedures
- Coordinate office programs and activities
- Process disbursement documents

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8. Proof of membership to office committees/TWGs; (if any)
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(original signed)
ELLA NESS D. DE LARA
Chief Administrative Officer
Finance and Administrative Services Division

PUBLICATION DATE: September 30, 2026

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified

TESDA III - JOB OPENING

POSITION: ADMINISTRATIVE AIDE VI (CLERK III)
FORMER INCUMBENT: SEAN TREVI T. SIMBULAN (PROMOTED)
ITEM NUMBER: TESDAB-ADA6-59-2017
OFFICE: PROVINCIAL TRAINING CENTER CALUMPIT, BULACAN
SALARY: SG-6 (PhP 19,716.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

20%	Handles the collection of funds, preparation of remittance/deposit slips, deposits collections, and preparation of reports of collections and deposits;
20%	Prepares disbursement reports, controls payroll, and prepares vouchers;
20%	Processes checks and Advice of Checks Issued and Cancelled (ACIC), and prepares reports of checks issued and cancelled;
15%	Prepares and submits the monthly summary of customer feedback and handles customer complaints by providing appropriate solutions and alternatives within prescribed time limits;
10%	Regular monitoring of email and ensure forwarding to the appropriate recipient for action/s;
10%	Drafts/Encodes communications and reports; and
5%	Performs other administrative functions as may be assigned by the immediate supervisor.

QUALIFICATIONS OF THE HIREE ARE:

Education: Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*
Experience: None Required
Training: None Required
Eligibility: Career Service (Sub-Professional)/First Level Eligibility

SPECIAL QUALIFICATIONS:

- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- Proficient in the use of Computer Software (Word Processing, Worksheet, PowerPoint)

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Receive and respond to workplace communication
- Work with others
- Demonstrate work values
- Practice basic housekeeping procedures
- Perform computer operations
- Compile records
- Perform clerical procedures

All interested applicants must submit their COMPLETE application documents to this google form : https://forms.gle/4m2kKsiAP9D7AjTN7 not later than September 15, 2026*:*

1. Letter of application specifying the position and office applying for (original);
2. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed;
3. Hard copy or electronic copy of proof of eligibility/rating/license; (required for all applicants)
4. Hard copy or electronic copy of Transcript of Records; (required for all applicants)
5. Hard copy or electronic copy of Diploma; (required for all applicants)
6. Hard copy or electronic copy of Certificate of Trainings; (required for all applicants)
7. Awards related to performance; (if any)
8. Proof of membership to office committees/TWGs; (if any)
9. List of at least 5 references with complete contact details and email address: Superior, Peer, Subordinate, Client; (required for all applicants)
10. Expert Services (if any);
11. Hard copy or electronic copy of Performance rating in the last rating period; (required for all applicants)
12. Service Record (applicable for government employees only);
13. Copy of previous appointment (applicable for government employees only); and
14. Certificate of Employment (for employees previously employed in the private sector)

"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)
ELLA NESS D. DE LARA
Chief Administrative Officer
Finance and Administrative Services Division

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