



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ISO 9001: 2015 Certified

TESDA III - JOB OPENING



POSITION: ADMINISTRATIVE OFFICER I

FORMER INCUMBENT: MARY ROSEANNE M. TABARANGAO (PROMOTED)

ITEM NUMBER: ADOF1-150010-2020

OFFICE: RTC MARIVELES - TESDA REGION III

SALARY: SG-10 (PhP 22,190.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 20% Prepares and submits disbursement reports;
- 20% Act as Liaison Officer;
- 10% Assist in the preparation of Financial Reports;
- 10% Assist in Assessment and Certification activities; and
- 10% Assist in the filing of Financial Documents

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:

- Good in written and oral communication;
- Possesses positive work attitude and wise time management;
- Good Interpersonal Relations;
- Proficiency 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
- Demonstrate awareness on standards and procedures
- Promote programs and services
- Use relevant technologies
- Manage collection of fees
- Manage disbursement of funds
- Prepare financial reports
- Manage financial records

- Performance Evaluation System (PES) Ratings for Calendar Year 2019 and 2020 for *outside applicants* OR Individual Performance Commitment Review (IPCR) ratings for July to December 2020 (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*;
- Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (mm-dd-yy to mm-dd-yy);
- List of at least five (5) references with complete contact details for the following categories:
 - Superior
 - Peers
 - Subordinates (if applicable)
 - Clients (if applicable)
- Certified true copy of transcript of records/diploma;
- Authenticated copy of Eligibility by CSC or PRC;
- Certificate of Completion on TESDA's Online Course entitled "Practicing COVID 19 Preventive Measures in the Workplace";
- Awards related to Performance (proof of evidences in the form of citation, medal, plaque, for awards/rewards received);
- Expert Services (Resource Person/Speaker/Moderator/Panelist); and
- Committees/ TWGs Participation (proof of evidences in the form of memorandum, office order, and/or certification/certificates)

"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: July 20, 2022

All interested applicants must submit their application together with the following documents to Finance and Administrative Services Division (FASD), Regional Office III, Government Center, Malmpls, CSF (P), not later than July 31, 2022:

- Intent Letter indicating the position, office where the vacancy exists and its Item Number)
- Duly accomplished Personal Data Sheet with Work Experience Sheet (CSC Form 212 Revised 2017);
- 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;