



POSITION: TESD SPECIALIST I
FORMER INCUMBENT: NORMAN C. GARCIA (PROMOTED)
ITEM NUMBER: TESDS1-61-2017
OFFICE: PTC TARLAC - TESDA REGION III
SALARY: SG-13 (PhP 29,798.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- | | | |
|-----------|---|--|
| 45% | - | Facilitates and delivers competency-based and blended learning program/s; |
| 20% | - | 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 Trainees' Performance Report, Training Report, Inventory Report and other training- related reports; |
| 5% | - | Utilize E-media in facilitating training; |
| 5% | - | Conducts Competency Assessment; and, |
| <u>5%</u> | - | Performs other functions assigned by the immediate supervisor. |
| 100% | | |

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:

- Preferably holder of National Certificate (NC), National TVET Trainers Certificate (NTTC) or Trainer's Methodology Certificate;
- Exceptional skills in written and oral communication
- Knowledgeable in MS Office Applications
- Possesses positive work values
- Good interpersonal relations
- Good moral character and work ethics
- Must be physically and mentally fit and of good moral character;
- Good in coaching/facilitating skills;
- Good interpersonal relationship and work attitude;

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

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 May 7, 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;
- Performance Evaluation System (PES) Ratings for Calendar Year 2020 and 2021 *for outside applicants* OR Individual Performance Commitment Review (IPCR) ratings for July to December 2021 (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: April 26, 2022