



POSITION: TESD SPECIALIST II

FORMER INCUMBENT: RHEALYN A. MANANSALA (Resigned)

ITEM NUMBER: TESDS2-164-2017

OFFICE: PTC CALUMPIT (MAY BE REASSIGNED IN TESDA BULACAN – GUIGUINTO)

SALARY: SG-16 (PhP 39,672.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 45% Facilitate and deliver competency-based and online training;
- 15% Plan, prepare and update Curriculum, Session Plans, CBLMs, IA Tools, Training Plans, and Maintenance Plan;
- 15% Conduct competency-based institutional assessment of trainees at the end of each module;
- 10% Submit Trainees' Performance Report, Training Report, Inventory Report and other training-related reports;
- 10% Monitor the trainees' performance in terms of knowledge, skills and attitude during the in-center training;
- 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 Relevant Experience

Training: Four (4) hours relevant training

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;
- Must be physically and mentally fit and of good moral character;
- Good in oral and written communications;
- 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
- Write basic communication
- Conduct competency assessment
- Utilize IT applications
- Gather data
- Maintain database

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 August 17, 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 (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 & 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: August 7, 2023