



POSITION: ADMINISTRATIVE AIDE IV (CLERK II)
FORMER INCUMBENT: MARJORIE ANNE D. GUTIERREZ
ITEM NUMBER: ADA4-95-2017
OFFICE: CVS - TESDA REGION III
SALARY: SG-4 (Php15,586.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

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| 50% | Facilitate various administrative support functions in assessment center operations; |
| 20% | Prepares communication and reports (in visual presentation using Information Technology); |
| 20% | Maintain records and databases; |
| 10% | Perform other functions assigned by the immediate supervisor or head of operating unit. |

QUALIFICATIONS OF THE HIREE ARE:

Education: Completion of Two (2) Year Studies in College
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 in coaching/facilitating skills;
- 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
- 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 application together with the following documents to Finance and Administrative Services Division (FASD), Regional Office III, Government Center, Maimpis, CSF (P), not later than October 13, 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 and 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: October 2, 2023