



JOB OPENING

POSITION	:	ADMINISTRATIVE OFFICER I
FORMER INCUMBENT	:	ADELFA H. PLAZA
ITEM NUMBER	:	TESDAB-ADOF1-90-2017
OFFICE	:	WANGAN NATIONAL AGRICULTURAL SCHOOL
SALARY GRADE	:	10
SALARY	:	Php 23,176.00 PERA: Php 2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- ✓ Safekeep the public funds and accountable forms entrusted to him/her;
- ✓ Maintains a recording of all disbursements and deposits of government funds;
- ✓ Prepares monthly reports of all disbursement and needed reports pertaining to his/her duties and function;
- ✓ Computes authorized and compulsory deductions of all employees;
- ✓ Prepares pay envelope of employees and checks for payment of government purchases and liabilities;
- ✓ Prepares and remits monthly remittances of GSIS, BIR and PAG-IBIG;
- ✓ Performs other related functions.

JOB QUALIFICATIONS OF THE HIREE:

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

SPECIAL QUALIFICATION:

1. Oral and Written Communication Skills
2. Internal Audit Skills
3. Excellent Customer Service Skills
4. Knowledge in Government and Financial Accounting
5. Knowledge in MS Office Applications
6. Good interpersonal relationship and work
7. Patient, diligent, hardworking and dependable
8. Time Management

All interested applicants must submit their application together with the following documents to <https://bit.ly/TESDAOnseOnlineRecruitmentForm> not later than **September 14, 2023**:

- Intent Letter indicating the position, office where the vacancy exists and its Item Number
- Duly accomplished Personal Data Sheet (printed in legal size paper) subscribed and sworn to 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 2022 for outside



- applicants OR CESPES Ratings for CY 2022 OR Individual Performance Commitment Review (IPCR) ratings for July to December 2022 and January to June 2023 (with at least Very Satisfactory Rating) for TESDA applicants or applicants from other government agencies;
- Copy of the 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;
 - List of at least five (5) references with complete contact details and email addresses for the following categories:
 - Superior
 - Peers
 - Subordinates (if applicable)
 - Clients (if applicable)
 - Certified true copy of the transcript of records/diploma;
 - Authenticated copy of Eligibility by CSC or PRC;
 - Photocopy of National Certificate (NC) II (applicable for a teaching position);
 - Photocopy of National TVET Trainer Certificate (NTTC) (applicable for a teaching position);
 - Awards related to Performance (proof of evidences in the form of citation, medal, plaque, for awards/rewards received) (if applicable);
 - Expert Services (Resource Person/Speaker/Moderator/Panelist) (if applicable);
 - Committees/ TWGs Participation (proof of evidence in the form of a memorandum, office order, and/or certification/certificates) (if applicable);

This Office highly encourages all interested and qualified applicants, including Persons With Disabilities (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Failure to complete the submission of the above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.

ASHARY A. BANTO
Regional Director, TESDA XI

Publication Date: September 4, 2023