



## JOB OPENING

POSITION	:	ADMINISTRATIVE AIDE I
FORMER INCUMBENT	:	MARY ANN S. PADILLO
ITEM NUMBER	:	TESDAB-ADA1-110-2017
OFFICE	:	WANGAN NATIONAL AGRICULTURAL SCHOOL
SALARY GRADE	:	1
SALARY	:	Php 13,000.00 PERA: Php 2,000.00

### The hiree will be responsible for the following:

- ✓ Prepares report of check issued (GF, IGP, TF)
- ✓ Prepares liquidation report (GF, TF)
- ✓ Prepares vouchers and other documents; and
- ✓ Performs other related works.

### Job Qualifications of the Hiree:

Education	:	Must be able to read and write
Experience	:	None required
Training	:	None required
Eligibility	:	None required

### Special qualifications:

- ✓ Good interpersonal relationship and work attitude
- ✓ Patient, Diligent and Hardworking

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 at least five (5) references with complete contact details and email addresses for the following categories:
  - Superior
  - Peers
  - Subordinates (if applicable)
  - Clients (if applicable)
- 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 Disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

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.

  
**ASHARY A. BANTO**  
Regional Director, TESDA XI  
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