



## JOB OPENING

POSITION	:	ADMINISTRATIVE OFFICER IV
FORMER INCUMBENT	:	ALBEN R. AGUIO
ITEM NUMBER	:	TESDAB-ADOF4-171-2017
OFFICE	:	WANGAN NATIONAL AGRICULTURAL SCHOOL
SALARY GRADE	:	15
SALARY	:	Php 36,619.00                  PERA: Php 2,000.00

### THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- ✓ Directs and supervises the Administrative Unit;
- ✓ Coordinates with School Administrator in the formulation, analysis and interpretation of office rules, policies and functions;
- ✓ Prepares memoranda pertaining to administrative;
- ✓ Handles incoming and outgoing communications;
- ✓ Maintains and updates the record management system of the office;
- ✓ Responds to the public inquiries;
- ✓ Prepare internal and external communications;
- ✓ Prepares and submits accomplishments reports to the Central Office thru the Regional Office;
- ✓ Coordinates with different offices; and
- ✓ Performs other functions as may ne required by the administration/management.

### JOB QUALIFICATION OF THE HIREE:

Education	:	Bachelor's degree relevant to the job
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service (Professional) 2nd Level Eligibility

### SPECIAL QUALIFICATION:

- ✓ Good communication skills (oral & written)
- ✓ Good interpersonal relationship
- ✓ Good moral character and work ethics
- ✓ With technical writing skills
- ✓ Has knowledge in MS Office Applications

All interested applicants must submit their application together with the following documents to <https://bit.ly/TESDAOnseOnlineRecruitmentForm> not later than **December 31, 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.

  
**ASHARYA BANTO**  
Regional Director, TESDA XI  


Publication Date: December 21, 2023