



JOB OPENING

POSITION	:	ASSISTANT PROFESSOR II	
FORMER INCUMBENT	:	KRISTINE JOY E. CULANGO	
ITEM NUMBER	:	TESDAB-AP2-147-2017	
OFFICE	:	DAVAO ORIENTAL POLYTECHNIC INSTITUTE	
SALARY GRADE	:	16	
SALARY	:	Php 41 ,616.00	PERA: Php 2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- ✓ Prepares modules for classroom instruction on the assigned program
- ✓ Conducts regular classes on assigned loads
- ✓ Supervises/maintains the school cleanliness specifically on work instruction area
- ✓ Prepares and maintains work station based on the Training Regulation
- ✓ Coordinates the preparation of periodic reports; and
- ✓ Does other functions as per instruction of the immediate supervisor.

JOB QUALIFICATION OF THE HIREE:

Education	:	Bachelor's degree
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training and National Certificate II
Eligibility	:	Career Service Professional or any eligibility appropriate for 2nd level position

SPECIAL QUALIFICATION:

- ✓ TM1 and NTTC Certificate Holder
- ✓ 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_v2 not later than **October 31, 2024**:

- 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 2023 for outside applicants OR CESPES Ratings for CY 2023 OR Individual Performance Commitment Review (IPCR) ratings for July to December 2023 and January to June 2024 (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: October 16, 2024