



## JOB OPENING

POSITION	:	ASSISTANT PROFESSOR I
FORMER INCUMBENT	:	NETHERLOO PANTOJA
ITEM NUMBER	:	TESDAB-AP1-229-2017
OFFICE	:	DAVAO ORIENTAL POLYTECHNIC INSTITUTE
SALARY GRADE	:	15
SALARY	:	Php 36,619.00          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
- ✓ Checks/monitors student daily attendance
- ✓ Monitors student behavior and scholastic performance
- ✓ Assists students on their extra-curricular activities
- ✓ Supervises/maintains the school cleanliness specifically on work instruction area
- ✓ Attends conferences/meetings/seminars required by the administration/agency
- ✓ Implements school policies and guidelines
- ✓ Prepares and maintains work station based on the Training Regulation
- ✓ Reviews student in different competencies before scheduled assessment
- ✓ Prepares/submits Term of Reference needed in the workplace
- ✓ Performs other functions as required

### 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> 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.

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


Publication Date: December 21, 2023