



## JOB OPENING

POSITION	:	TECHNICAL EDUCATION AND SKILLS- DEVELOPMENT SPECIALIST II
FORMER INCUMBENT	:	ROWEE ADRIAN W. BERMUDO
ITEM NUMBER	:	TESDAB-TESDS2-378-2017
OFFICE	:	REGIONAL OPERATIONS DIVISION
SALARY GRADE	:	16
SALARY	:	Php 39,672.00      PERA: Php 2,000.00

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

- Undertakes analysis and evaluation of project proposals and research studies;
- Provides technical/instructional services to agency beneficiaries/operating units;
- Consolidates data and other periodic reports;
- Assists in developing of procedures and techniques in assessing TVET needs and in the formulation of education/training program for a subject field; and
- Performs other relate functions.

### Job Qualifications of the Hiree:

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

### Special qualifications:

- Oral and Written Communication Skills
- Technical Writing Skills
- Skills in Networking and Linkages
- 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 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 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

Publication Date: September 4, 2023