

**TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

**JOB OPENING**  
**(Second Level Positions)**

**POSITION** : Assistant Professor III  
**FORMER INCUMBENT** : ROWENA D. ABELLERA  
**ITEM NUMBER** : TESDAB-AP3-67-2017  
**OFFICE** : TESDA-ISABELA SCHOOL OF ARTS AND TRADES  
**MONTHLY BASIC SALARY** : (SG-17) (PhP 36,942.00 ) **PERA:** PhP 2,000.00

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

- > Plans training sessions in Housekeeping NC II
- > Delivers competency-based training.
- > Conducts national competency assessment.
- > Maintains training facilities.
- > Observes safety precautions.
- > Uses audio visual and multi-media equipment
- > Uses Personal Computer in Educational Technology.
- > Conducts career counseling session.
- > Communicates with individual or group.
- > Works in team environment.
- > Applies work ethics and values.
- > Maintains professional competence.
- > Undertakes TVET research.
- > Practices quality management.
- > Plans and organizes work.
- > Leads learning workplace communication.
- > Leads work teams
- > Performs other related task.

**JOB QUALIFICATIONS OF THE HIREE ARE:**

**EDUCATION** : Bachelor's Degree relevant to the job  
**EXPERIENCE** : 1 year relevant training  
**TRAINING** : 4 hours relevant training + National Certificate II  
**ELIGIBILITY** : Career Service Professional/Second Level Eligibility

**SPECIAL QUALIFICATIONS:**

- > N/A


**COMPETENCIES REQUIRED:**

- > Work effectively in vocational education and training
- > Lead workplace communication
- > Supervise implementation of quality standards and procedures
- > Supervise workplace health, safety, security practices and environmental requirements
- > Facilitate the promotion of programs and services
- > Utilize IT applications
- > Plan training session
- > Facilitate learning session
- > Supervise work-based learning
- > Conduct competency assessment
- > Maintain training facilities
- > Utilize electronic media in facilitating training
- > Design training program
- > Develop training materials
- > Conduct research
- > Prepare technical reports
- > Conduct TNA

All interested applicants must submit their application together with the following documents to the Human Resource Officer of TESDA-ISAT Region 02 not later than 16 March 2020:

- > Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017);
- > Service Records;
- > List of training programs attended indicating the number of training hours together with certified photocopies of training certificates;
- > Eligibilities (CSC or PRC authenticated)
- > Performance Ratings for CY 2019 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2019 and July to December 2019 for TESDA applicants or applicants from other government agencies of at least Very Satisfactory Rating;
- > For government employees only: a copy of previous appointment;
- > Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office;
- > Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY TO MM-DD-YY);
- > Certified true copy of transcript of records/diploma; and
- > Certified true copy of Eligibility CSC or PRC.

**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.**

  
**JHON KEVIN S. BRUNO**  
Administrative Officer IV  
TESDA-ISAT Admin Office

**Publication Date:** March 06, 2020