

## TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (First Level Positions)

**POSITION** : Admin Aide IV  
**FORMER INCUMBENT** : NOEMI S. GOMEZ  
**ITEM NUMBER** : TESDAB-ADA4-80-2017  
**OFFICE** : TESDA-ISABELA SCHOOL OF ARTS AND TRADES  
**MONTHLY BASIC SALARY** : (SG-04) (PhP 13,214.00 ) **PERA:** PhP 2,000.00

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

- Prepare TESDA Communications (Notice of Meeting, Simple Memo, Certification of Leave Credits)
- Prepare reports (Minutes of Meetings, ARTA Report)
- Manage Database and Website (Institution's FB Page/website/corporate e-mail)
- Provide Technical Assistance on HR related concerns
- Assists in providing HR Services (Recruitment and Selection, Employee Welfare Programs and Services, Personnel Records)
- Acts as the secretary of the Vocational School Superintendent
- Perform other related tasks.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Bachelor's Degree relevant to the job  
**EXPERIENCE** : None Required  
**TRAINING** : None Required  
**ELIGIBILITY** : Relevant MC 11 s. 1996/Career Service First Level Eligibility (Sub-Professional)

#### SPECIAL QUALIFICATIONS:

- N/A


#### COMPETENCIES REQUIRED:

- Work effectively in vocational education and training;
- Receive and respond to workplace communication;
- Work with others;
- Demonstrates work values;
- Practice basic housekeeping procedures;
- Perform Computer Operations;
- Compile records; and
- Perform clerical records.

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;
- 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