

TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (First Level Positions)

POSITION : Admin Aide IV (Mechanical Plant Operator I)
FORMER INCUMBENT : MARVIN A. MALLARI
ITEM NUMBER : TESDAB-ADA4-82-2017
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:

- Operates the power generating unit of school
- Attends to maintenance care and repair of mechanical engines
- Help install electrical connections within the campus
- Prepares and submits monthly fuel consumptions reports
- Operates and maintain school water pumps
- Inspect and maintain air-conditioning unit
- Inventory of materials, tool and equipment
- Installation of air-conditioning unit
- Perform other related tasks

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : *Must be able to read and write/Elementary School Graduate
: **High School Graduate or completion of relevant vocational trade course
: ***Completion of 2 year studies in college
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;
- Perform clerical records;
- Carry out minor vehicle maintenance and servicing;
- Drive light vehicles; and
- Implement and coordinate accident/emergency procedures.

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