

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Instructor I  
**FORMER** : James Solomon R. Lazo  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-INST1-230-2017  
**OFFICE** : Buyabod School of Arts and Trades (BSAT)  
**MONTHLY BASIC SALARY** : (SG-12) (Php 27,608.00) **PERA:** 2,000.00 **RATA:** N/A

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

- (15%) Prepare instructional materials/CBLM;
- (15%) Facilitate learning activities/ extension services;
- (10%) Administer written/actual examination of students;
- (10%) Compute, record and submit students' ratings;
- (10%) Manage classroom conduciveness to learning;
- (20%) Conduct Research Study; and
- (20%) Performs other related functions.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Bachelor's Degree (open)  
**EXPERIENCE** : None required  
**TRAINING** : National Certificate II (NC II)  
**ELIGIBILITY** : Career Service Professional or any eligibility appropriate for 2<sup>nd</sup> level position

#### SPECIAL QUALIFICATIONS:

- Possess National Certificate II relevant with electrical
- Preferably possesses National TVET Trainers Certificate (NTTC)

#### CORE COMPETENCIES:

- Work effectively in vocational education and training
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Implement quality standards and procedures
- Promote programs and services
- Plan training session
- Facilitate learning session
- Supervise work-based learning
- Conduct competency assessment
- Maintain training facilities
- Utilize electronic media in facilitating training

All interested applicants must submit their application together with the following documents to FASD, TESDA MIMAROPA Regional Office, not later than **May 22, 2022**:

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet;
  - Performance Rating in the last rating period CY 2021 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2021 and July to December 2021 for TESDA applicants or applicants from other government agencies with at least Very Satisfactory Rating;
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- Authenticated Certificate of Eligibility by CSC or PRC License;
- Authenticated copy of transcript of records/diploma;
- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- For government employees only: a copy of previous appointment and Service Record;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY);
- List of at least five (5) references with complete contact details and email address for the following categories: Superior, Peer, Subordinates (if applicable) and Clients (if applicable);
- Copy of National Certificate II; and
- Copy of National TVET Trainers Certificate (if applicable).

***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.***

  
**VANESSA JANE D. ACEVEDA**  
Chief Administrative Officer  
TESDA MIMAROPA

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