

<b>Place of Assignment :</b>	TESDA-Aparri Polytechnic Institute (API), Aparri, Cagayan
<b>Position Title :</b>	Administrative Officer I (Supply Officer I)
<b>Plantilla Item No. :</b>	TESDAB-ADOF1-40-2017
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	Php 25,586.00
<b>Eligibility :</b>	Career Service Professional/ Second Level Eligibility
<b>Education :</b>	Bachelor's Degree
<b>Training :</b>	None Required
<b>Work Experience :</b>	None Required
<b>Competency :</b>	1. Work effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Interact with customers; 5. Demonstrate awareness on standards and procedures; 6. Promote programs and services; 7. Use relevant technologies; 8. Procure materials, equipment and services; and 9. Facilitate the conduct of inventory and disposal of unserviceable properties.

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 03, 2025. TESDA, as a provider of Equal Employment Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided however, that they meet the minimum requirements of the position to be filled. Interested and qualified applicants are advised to submit their application and documents thru the TESDA Job Portal which can be accessed at [primehrm.tesdar02onlinereporting.ph/careers](http://primehrm.tesdar02onlinereporting.ph/careers). Only applications with complete documents submitted online shall be considered in view of our e-Recruitment, Selection and Placement System. To be considered for appointment, an applicant must complete all phases of the deliberation process.

**Documents:**

1. Signed letter of intent indicating the position applied for and Plantilla Item Number;
2. Fully accomplished, subscribed and sworn Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with recent passport-sized picture with attached Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Signed Performance rating in the last rating period (for government employees);
4. Photocopy of Authenticated eligibility such as A) Authenticated CSC eligibility; B) Authenticated PRC Board Rating and Updated License;

5. Photocopy of Authenticated Transcript of Records/Diploma for Bachelor's Degree and Post Graduate degree;
6. Certified photocopies of relevant training certificates; and
7. Certified photocopies of Office Orders, Memoranda, Special Orders for designations.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ASHARY A. BANTO**

Regional Director

TESDA Region 2, Carig, Tuguegarao City

[primehrm.tesdar02onlinereporting.ph/careers](http://primehrm.tesdar02onlinereporting.ph/careers)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** January 24, 2025

**Closing Date :** February 03, 2025