

Place of Assignment :	Nueva Vizcaya Polytechnic Institute (NVPI), Kasibu, Nueva Vizcaya
Position Title :	Administrative Aide III (Clerk I)
Plantilla Item No. :	TESDAB-ADA3-66-2017
Salary/Job/Pay Grade :	3
Monthly Salary :	Php 15,852.00
Eligibility :	Career Service Sub Professional/ First Level Eligibility
Education :	Completion of two-year studies in college
Training :	None Required
Work Experience :	None Required
Competency :	1. Works effectively in vocational education and training; 2. Receive and respond to workplace communication; 3. Work with others; 4. Demonstrate work values; 5. Practice basic housekeeping procedures; 6. Perform Computer Operations; 7. Compile records; 8. Perform clerical procedures.

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. 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 24, 2025

Closing Date : February 03, 2025