

Place of Assignment :	FINANCIAL AND ADMINISTRATIVE SERVICES DIVISION, TESDA REGION IV-B
Position Title :	Accountant IV
Plantilla Item No. :	TESDAB-A4-54-2017
Salary/Job/Pay Grade :	22
Monthly Salary :	Php 69,963.00
Eligibility :	RA 1080
Education :	Bachelor's degree in Commerce/ Business Administration major in Accounting
Training :	16 hours of relevant training
Work Experience :	3 years of relevant experience
Competency :	Work effectively in vocational education and training; Lead workplace communication; Develop small teams and individuals; Supervise provision of quality customer service; Supervise implementation of quality standards and procedures; Supervise the implementation of programs, projects and systems; Supervise workplace health, safety, security, and environmental requirements; Supervise the promotion of programs and services; Utilize IT applications; Mentor/Coach personnel

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 August 12, 2022.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

"TESDA as an Equal 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".

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

TESDA Complex East Service Road, S.S., Taguig City

recruitment@tesda.gov.ph

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 02, 2022

Closing Date : August 12, 2022