

Place of Assignment :	PTC-Lanaoa del Norte/TESDA X
Position Title :	Administrative Assistant III (Computer Operator II)
Plantilla Item No. :	ADAS3-660011-2020
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 20,402.00
Eligibility :	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility
Education :	Completion of two- year studies in college or high school graduate with relevant vocational/trade course
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	N/A

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 16, 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.

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

SUSAN H. MAGHANOY

Administrative Officer V

TESDA Region X, Macasandig, Cagayan de Oro City
region10.hr@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 05, 2022

Closing Date : August 16, 2022