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| <b>Place of Assignment :</b>  | Kinoguitan National Agricultural School/ TESDA X          |
| <b>Position Title :</b>       | Administrative Aide VI (Clerk III)                        |
| <b>Plantilla Item No. :</b>   | ADA6-105-2017   |
| <b>Salary/Job/Pay Grade :</b> | 6   |
| <b>Monthly Salary :</b>       | Php 16,877.00   |
| <b>Eligibility :</b>          | Career Service (Subprofessional)/ First Level Eligibility |
| <b>Education :</b>            | Completion of two years studies in college                |
| <b>Training :</b>             | None required   |
| <b>Work Experience :</b>      | None required   |
| <b>Competency :</b>           | 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](http://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](mailto:region10.hr@tesda.gov.ph)

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

**Posting Date :** August 05, 2022

**Closing Date :** August 16, 2022