

Place of Assignment :	Kinoguitan National Agricultural School/ TESDA X
Position Title :	Administrative Aide I (Utility Worker I)
Plantilla Item No. :	ADA1-105-2017
Salary/Job/Pay Grade :	1
Monthly Salary :	Php 12,517.00
Eligibility :	None required
Education :	Must be able to read and write
Training :	None required
Work Experience :	None required
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