

Place of Assignment :	TESDA - Cabucgayan National School of Arts and Trades (CNSAT)
Position Title :	Administrative Officer II
Plantilla Item No. :	TESDAB-ADOF2-76-2017
Salary/Job/Pay Grade :	11
Monthly Salary :	Php 25,439.00
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's degree relevant to the job
Training :	None required
Work Experience :	None required
Competency :	1.Work effectively in vocational education and training 2.Participate in workplace communication 3.Work in team environment 4.Interact with customers 5.Demonstrate awareness on standards and procedures 6.Promote programs and services 7.Use relevant technologies 8.Prepare report 9.Perform clerical procedures 10.Coordinate office programs and activities 11.Process payment of obligations

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 September 9, 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

LINO R. SEVERINO

Vocational School Administrator III

TESDA-CNSAT, Cabucgayan, Biliran

cnsat@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : August 30, 2022

Closing Date : September 09, 2022