



CSC DOS WEB APP

Agency :	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Region II
Place of Assignment :	Provincial Training Center-Nueva Vizcaya, Bayombong, Nueva Vizcaya
Position Title :	Administrative Assistant III (Computer Operator II)
Plantilla Number :	TESDA-DTIB-ADAS3-120003-2020
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 21211
Eligibility :	Career Service Sub- Professional/First Level Eligibility, relevant MC 11 s. 1996
Education :	Completion of 2 yrs. in college or High School graduate with relevant vocation/trade course
Training :	4 hrs. of relevant training
Work Experience :	1 year of relevant experience
Competency :	1. Work effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Interact with customers; 5. Promote programs and services; 6. Use relevant technologies; 7. Perform computer operations, 8. compile records; and 9. perform clerical procedures

Instruction/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 January 23, 2022.

Documents:

1. Fully accomplished Personal Data Sheet (PDS with attached Work Experience Sheet) 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 authenticated certificate of eligibility/board rating/license; and
4. Photocopy of Transcript of Records.

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

Regional Director

TESDA Region 2, Carig, Tuguegarao City

tesdadosrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : 2023-01-11

Closing Date : 2023-01-23