



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