



CSC DOS WEB APP

Agency :	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Region II
Place of Assignment :	TESDA Aparri Polytechnic Institute (API), Aparri, Cagayan
Position Title :	Administrative Officer I (Cashier I)
Plantilla Number :	TESDAB-ADOF1-120009-2022
Salary/Job/Pay Grade :	10
Monthly Salary :	Php 23176
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. Manage collection of fees; 9. Manage disbursement of funds; 10. Prepare financial reports; and 11. Manage financial records

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 February 28, 2023.

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 : 2023-02-17

Closing Date : 2023-02-28