



# CSC DOS WEB APP

<b>Agency :</b>	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY   Region II
<b>Place of Assignment :</b>	TESDA Aparri Polytechnic Institute (API), Aparri, Cagayan
<b>Position Title :</b>	Administrative Aide III (Clerk I)
<b>Plantilla Number :</b>	TESDAB-ADA3-57-2017
<b>Salary/Job/Pay Grade :</b>	3
<b>Monthly Salary :</b>	Php 14678
<b>Eligibility :</b>	Career Service Sub Professional/ First Level Eligibility
<b>Education :</b>	Completion of two-year studies in college
<b>Training :</b>	None Required
<b>Work Experience :</b>	None Required
<b>Competency :</b>	1. Works effectively in vocational education and training; 2. Receive and respond to workplace communication; 3. Work with others; 4. Demonstrate work values; 5. Practice basic housekeeping procedures; 6. Perform Computer Operations; 7. Compile records; 8. 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 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](http://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](mailto:tesdadosrecruitment@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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**Posting Date :** 2023-02-17

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**Closing Date :** 2023-02-28