



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 Aide III (Clerk I)
Plantilla Number :	TESDAB-ADA3-57-2017
Salary/Job/Pay Grade :	3
Monthly Salary :	Php 14678
Eligibility :	Career Service Sub Professional/ First Level Eligibility
Education :	Completion of two-year studies in college
Training :	None Required
Work Experience :	None Required
Competency :	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;
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