

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING **(First Level Positions)**

POSITION : Administrative Aide III (Clerk I)
FORMER INCUMBENT : Arvien B. Biñag
ITEM NUMBER : TESDAB-ADA3-113-2017
OFFICE : Leon Ganson Polytechnic College
MONTHLY BASIC SALARY : (SG-3) (PhP 14,678.00) **PERA:** 2,000

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (20%) Performs a variety of skilled clerical tasks, or receive and process applications following established rules and regulation; participate in the work of a small group of clerks performing level one work;
- (20%) Prepare and endorse records of correspondence;
- (20%) Perform arithmetical computations such as calculations of percentages, ratios, labor and material charges, earned salaries and wages, leave for interest accruals or other calculations of equivalent difficulty;
- (20%) Type correspondence, reports and memoranda;
- (10%) Maintain cleanliness and orderliness; and
- (10%) Does related work.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Completion of two-year studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Sub-Professional)/First Level)

SPECIAL QUALIFICATIONS:

- Computer literate
- With good communication skills (oral and written)
- With good interpersonal relationship and positive work attitude
- With initiative and can work under pressure

CORE COMPETENCIES:

- Work effectively in vocational education and training.
- Receive and respond to workplace communication.
- Work with others.
- Demonstrate work values.
- Practice basic housekeeping procedures.
- Perform computer operations
- Compile records
- Perform clerical procedures

All interested applicants must submit their application together with the following documents to Human Resource Management Officer, Financial and Administrative Services Division not later than **February 26, 2024:**

- Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017);
- Service Records;
- List of training programs attended indicating the number of training hours together with the certified photocopies of training certificates;
- Performance Ratings for CY 2023 for outside applicants OR Individual Performance Commitment Review ratings for January to June 2023 and July to December 2023
- for TESDA applicants or applicants from other government agencies of at least Very Satisfactory Rating;
- For government employees only: a copy of previous appointment;
- Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY to MM-DD-YY);
- Certified true copy of transcript of records/diploma; and
- Certified true copy of Eligibility by CSC or PRC.

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.

JANINE MAE A. CALAGUING

Administrative Officer V/HRMO

Finance and Administrative Services Division

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“TESDA, as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however, that they meet the minimum requirements of the position to be filled.”