

## TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

### JOB OPENING (Second Level Positions)

**POSITION** : Administrative Officer I (Records Officer I)  
**FORMER** : May Chelle Jade S. Jison  
**INCUMBENT**  
**ITEM NUMBER** : TESDAB-ADOF1-67-2017  
**OFFICE** : Leon Ganson Polytechnic College  
**MONTHLY BASIC SALARY** : (SG-10) (PhP23,176.00) **PERA:** P 2,000.00

#### THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- (25%) Act as the Records Officer of the School;
- (20%) Receive, record, release and file communications and other documents;
- (15%) Maintain records, reports and other pertinent documents;
- (15%) Consolidate data and other periodic reports;
- (10%) Respond to public inquires;
- (10%) Coordinate with different units/offices; and
- (5%) Perform other related functions.

#### JOB QUALIFICATIONS OF THE HIREE ARE:

**EDUCATION** : Bachelor's Degree relevant to the job  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**ELIGIBILITY** : Career Service Professional/Second Level Eligibility

#### SPECIAL QUALIFICATIONS:

- Proficient in MS Office Applications
- 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
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Demonstrate awareness on standards and procedures
- Promote programs and services
- Use relevant technologies

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 July to December 2023 and January to June 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;
- Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office;
- 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 Authenticated 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

Financial and Administrative Services Division

**PUBLICATION DATE: February 14, 2024**

**“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.”**