

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

JOB OPENING (Second Level Positions)

POSITION : Assistant Professor II
FORMER INCUMBENT : Germaine Pauline P. Arevalo
ITEM NUMBER : TESDAB-AP2-420003-2018
OFFICE : Leon Ganson Polytechnic College
MONTHLY BASIC SALARY : (SG-16) (Php 39,672.00) **PERA:** P 2,000.00 **RATA:**

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 10% Prepare and update Competency-Based Learning Materials, Institutional Assessment Tools, Training Plans, Monitoring Tools and Maintenance Plan.
- 50% Conduct Competency-Based Training and Institutional Assessment.
- 10% Conduct studies and research with emphasis on technology and technical instruction.
- 5% Participate in the implementation and attainment of school's mission, vision and goals.
- 3% Participate in meetings, conferences, seminars, workshops and in-service training.
- 3% Prepare/submit/keep required reports
- 2% Request supplies, materials and equipment necessary for training/instruction.
- 3% Implement 5S in the classroom / laboratory.
- 3% Prepare and implement maintenance plan for tools, equipment and facilitates under his/her care.
- 3% Maintain good relationship among teachers, other personnel, Students/trainees and Stakeholders.
- 5% Participate in co-curricular and community activities.
- 3% Does related work.

JOB QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's Degree
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training + National Certificate II (NC II)
ELIGIBILITY : Career Service Professional / 2nd Level Eligibility / LET / PBET

SPECIAL QUALIFICATIONS:

- Holder of TM, multiple NCs and NTTCs in different qualifications and that they are exposed to the Technical Vocational Education and Training (TVET) environment
- Has experience in supervision
- Competent in MS Office Applications, preferably in MS Word, Excel and Powerpoint
- With good communication skills (oral and written)
- With good interpersonal relationship and positive work attitude

CORE COMPETENCIES:

- Work effectively in vocational education and training.
- Participate in workplace communication
- Work in team environment
- Interact with customers
- Implement quality standards and procedures
- Promote programs and services
- Plan training session

- Facilitate learning session
- Supervise work-based learning
- Conduct competency assessment
- Maintain training facilities
- Utilize electronic media in facilitating training
- Design training program.
- Develop training materials
- Prepare technical reports
- Conduct TNA

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;
- 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

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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.”