



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
APARRI POLYTECHNIC INSTITUTE
Aparri, Cagayan
api@tesda.gov.ph



Civil Service Commission – RO2 CAGAYAN-BATANES FIELD OFFICE	
RECEIVED	
Control No.:	SEP 25 2020
Date/Time	
Rcvg. Officer:	

MEMORANDUM

No. 134, Series of 2020

FOR : **DIR. MARIA NOEMI SUMABAT-BUSTAMANTE**
Director II, CSC Batanes-Cagayan Field Office

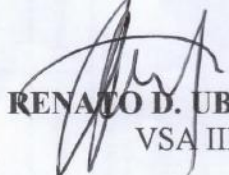
FROM : **The Vocational School Administrator III**
This Institute

DATE : September 25, 2020

SUBJECT : **Vacant Positions of this Institute for Bulletin**

Pursuant to Memorandum Circular No. 17, series of 2002, we are respectfully submitting herewith the attached copy of the Vacant Position of Aparri Polytechnic Institute for posting in the CSC Website, the soft copy of this has already been forwarded to your email add.

Please acknowledge receipt. Thank you.


RENATO D. UBIÑA, Ph.D.
VSA III

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the Civil Service Commission – RO2
CAGAYAN-BATANES FIELD OFFICE
RECEIVED
Control No.:
Date/Time: SEP 25 2020
Rcvg. Officer:
RENATO D. UBINA, PhD VSA III/Head of School

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY in the CSC website:

Date: September 25, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Instructor I	TESDAB-INST1-125-2017	-12	24,495.00	Bachelor's Degree relevant to the job	NC II, TM1 & NTTC	None required	Career Service Professional/Seco nd Level Eligibility or RA 1030	1. Plan training session in English subject; 2. Facilitate learning session in English subject; 3. Supervise work-based learning in English subject; 4. Conduct competency assessment; 5. Maintain training facilities; 6. Utilize electronic media in facilitating training	Aparri Polytechnic Institute, Aparri, Cagayan

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 October 12, 2020.

1. Fully accomplished Personal Data Sheet (PDS) 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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RENATO D. UBINA, PhD
VSA III
TESDA - API, Maura, Aparri, Cagayan
api@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02
CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Instructor I(SG-12)		
		TESDAB-INST1-125-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P24,495.00</u>	ACA	:
				<u>P2,000.00</u>

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- | | | |
|-----|---|---|
| 60% | 1 | Prepares and conducts training |
| | 2 | Develops/enhances modules |
| 10% | 3 | Maintain the cleanliness and sanitation of the laboratory |
| 10% | 4 | Improves/repairs tools and equipment and helps maintain machines under his/her charge |
| 10% | 5 | Prepares and administers institutional assessment to evaluate instruction |
| 5% | 6 | Accomplishes/submits documents related to the conduct of training |
| 5% | 7 | Performs other functions. |

OTHER QUALIFICATIONS OF THE HIREE ARE:

EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : None required
TRAINING : NC II, TM1 & NTTCC
ELIGIBILITY : Career Service Professional/Second Level Eligibility or RA 1080

Special Qualification/s:

Must be a graduate of BS Secondary Education major in English, Self-motivated and can work under pressure, Willing to multi-task; computer literate, Has good inter-personal skills,

COMPETENCIES REQUIRED:

1. Plan training session in English subject; 2. Facilitate learning session in English subject; 3. Supervise work-based learning in English; 4. Conduct competency assessment in English subject; 5. Maintain training facilities; 6. Utilize electronic media in facilitating training

Next-in-rank Position/s:

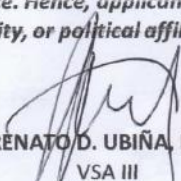
In addition, attached are the end-users submitted relevant education, training and experience for the abovesited vacant position/s.

All interested applicants must submit their application together with the following documents to the TESDA-A.P.I HR Unit or FASD of TESDA Region 02 not later than 12 October 2020:

- 1 Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2018) with Work Experience Sheet (WES);
- 2 Service Records/Certificate of Employment;
- 3 Eligibilities (CSC or PRC authenticated)
- 4 List and certified photocopy of training programs attended indicating the number of training hours;
- 5 Proof of educational degree earned (authenticated diploma/transcript of records);
- 6 Performance evaluation system for two semesters (January- June 2019; July-December 2019)
- 7 Statement of duties and responsibilities for the positions held indicating the specified period covered (MM-DD-YY TO MM-DD-YY);
- 8 Potential assessment forms to be accomplished by one (1) Immediate supervisor, and three (3) Peers; one (1)
- 9 Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office

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

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


RENATO D. UBIÑA, Ph.D
 VSA III