

FILE



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region 02
APARRI POLYTECHNIC INSTITUTE
Aparri, Cagayan
api@tesda.gov.ph

CIVIL SERVICE COMMISSION
REGIONAL OFFICE NO. 02
RECEIVED
29 AUG 2019
RECEIVED
TUGUEGARAO CITY

MEMORANDUM

No. 78, Series of 2019

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

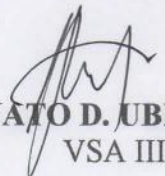
FROM : **The Vocational School Administrator**
This Institute

DATE : August 28, 2019

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

Respectfully transmitting is the 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

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:

2-Sep-19


RENATO D. UBIÑA, PhD
SAs/Head of School

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	Assistant Professor IV	TESDAB-AP4-58-2017	18	40,637.00	Bachelor's Degree relevant to the job	8 hours of relevant training + NC II	2 years of relevant experience	Career Service Professional/Second Level Eligibility	1. Works effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Implement quality standards and procedures; 5. Promote programs and projects; 6. Interact with customers; 7. Plan training session; 8. Facilitate learning session; 9. Supervise work-based learning; 10. Conduct competency assessment; 11. Maintain training facilities; 12. Utilize electronic media in facilitating training; 13. Design training program; 14. Develop training materials; 15. Prepare technical support; 16. Conduct TNA.	Aparri Polytechnic Institute, Aparri, Cagayan	
2	Assistant Professor III	TESDAB-AP3-5-2017	17	36,942.00	Bachelor's Degree relevant to the job	4 hours of relevant training + NC II	1 year of relevant experience	Career Service Professional/Second Level Eligibility	1. Works effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Implement quality standards and procedures; 5. Promote programs and projects; 6. Interact with customers; 7. Plan training session; 8. Facilitate learning session; 9. Supervise work-based learning; 10. Conduct competency assessment; 11. Maintain training facilities; 12. Utilize electronic media in facilitating training; 13. Design training program; 14. Develop training materials; 15. Prepare technical support; 16. Conduct TNA.	Aparri Polytechnic Institute, Aparri, Cagayan	
3	Assistant Professor III	TESDAB-AP3-6-2017	17	36,942.00	Bachelor's Degree relevant to the job	4 hours of relevant training + NC II	1 year of relevant experience	Career Service Professional/Second Level Eligibility	1. Works effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Implement quality standards and procedures; 5. Promote programs and projects; 6. Interact with customers; 7. Plan training session; 8. Facilitate learning session; 9. Supervise work-based learning; 10. Conduct competency assessment; 11. Maintain training facilities; 12. Utilize electronic media in facilitating training; 13. Design training program; 14. Develop training materials; 15. Prepare technical support; 16. Conduct TNA.	Aparri Polytechnic Institute, Aparri, Cagayan	
4	Assistant Professor I	TESDAB-AP1-11-2017	15	30,531.00	Bachelor's Degree relevant to the job	4 hours of relevant training + NC II	1 year of relevant experience	Career Service Professional/Second Level Eligibility	1. Works effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Implement quality standards and procedures; 5. Promote programs and projects; 6. Interact with customers; 7. Plan training session; 8. Facilitate learning session; 9. Supervise work-based learning; 10. Conduct competency assessment; 11. Maintain training facilities; 12. Utilize electronic media in facilitating training; 13. Design training program; 14. Develop training materials; 15. Prepare technical support; 16. Conduct TNA.	Aparri Polytechnic Institute, Aparri, Cagayan	

5	Instructor III	TESDAB-INST3-12-2017	14	27,755.00	Bachelor's Degree relevant to the job	4 hours of relevant training + NC II, TM1 & NTTC	1 year of relevant experience	Career Service Professional/Seco and Level Eligibility	1. Works effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Implement quality standards and procedures; 5. Promote programs and projects; 6. Interact with customers; 7. Plan training session; 8. Facilitate learning session; 9. Supervise work-based learning; 10. Conduct competency assessment; 11. Maintain training facilities; 12. Utilize electronic media in facilitating training	Aparri Polytechnic Institute, Aparri, Cagayan
6	Instructor III	TESDAB-INST3-88-2017	14	27,755.00	Bachelor's Degree relevant to the job	4 hours of relevant training + NC II, TM1 & NTTC	1 year of relevant experience	Career Service Professional/Seco and Level Eligibility	1. Works effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Implement quality standards and procedures; 5. Promote programs and projects; 6. Interact with customers; 7. Plan training session; 8. Facilitate learning session; 9. Supervise work-based learning; 10. Conduct competency assessment; 11. Maintain training facilities; 12. Utilize electronic media in facilitating training	Aparri Polytechnic Institute, Aparri, Cagayan
7	Instructor I	TESDAB-INST1-132-2017	12	22,938.00	Bachelor's Degree relevant to the job	NC II, TM1 & NTTC in any Construction Sector qualifications	None required	Career Service Professional/Seco and Level Eligibility	1. Works effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Implement quality standards and procedures; 5. Promote programs and projects; 6. Interact with customers; 7. Plan training session; 8. Facilitate learning session; 9. Supervise work-based learning; 10. Conduct competency assessment; 11. Maintain training facilities; 12. Utilize electronic media in facilitating training	Aparri Polytechnic Institute, Aparri, Cagayan
8	Administrative Officer I (Supply Officer)	TESDAB-ADOF1-40-2017	10	19,233.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Seco and Level Eligibility	1. Works effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Implement quality standards and procedures; 5. Promote programs and projects; 6. Interact with customers; 7. Plan training session; 8. Facilitate learning session; 9. Supervise work-based learning; 10. Conduct competency assessment; 11. Maintain training facilities; 12. Utilize electronic media in facilitating training	Aparri Polytechnic Institute, Aparri, Cagayan
9	Administrative Aide I (Utility Worker I)	TESDAB-ADA1-53-2017	1	11,068.00	Elementary Graduate	None required	None required	None required	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.	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 September 20, 2019.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.