



Republic of the Philippines
Technical Education and Skills Development Authority
Aparri Polytechnic Institute
Maura, Aparri, Cagayan

MEMORANDUM

No. 79, s. 2019



For : The Acting Regional Director
TESDA RO2

From : The Vocational School Administrator III
Aparri Polytechnic Institute

Date : August 28, 2019

Subject : **Submission of Job Opening for signature**

Respectfully submitting to you the nine (9) approved Job Opening of
Aparri Polytechnic Institute for your signature.

Please acknowledge receipt hereof.


RENATO D. UBIÑA, Ph.D.
VSA III

TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02
CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Administrative Aide (Utility Worker I) (SG-1)		
		TESDAB-ADA1-53-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P11,068.00</u>	ACA	:
				<u>P2,000.00</u>

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 1 Maintains the cleanliness of the Administrative Buildings & Facilities to include toilets and closets;
- 2 Maintains the garden and green areas and maintains cleanliness of grounds within the school;
- 3 Implements 5S of Good Housekeeping in the workplace;
- 100% 4 Daily collects and recycles garbage;
- 5 Prepares halls and grounds during office activities and programs;
- 6 Acts as the school porter and serve as school messenger;
- 7 Performs other functions.

OTHER QUALIFICATIONS OF THE HIREE ARE:

EDUCATION	:	Elementary graduate
EXPERIENCE	:	None required
TRAINING	:	None required
ELIGIBILITY	:	None required

COMPETENCIES 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.

Next-in-rank Position/s:

In addition, attached are the end-users submitted relevant education, training and experience for the above-cited 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 20 September 2019:

- 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 (July-December 2018; January-June 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

DEMETRIO P. ANDUYAN, JR. Ph.D., CESE
Acting Regional Director

TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02
CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Assistant Professor I(SG-15)		
		TESDAB-AP1-11-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P30,531.00</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 | : | 1 year of relevant experience |
| TRAINING | : | 4 hours of relevant training + NC II |
| ELIGIBILITY | : | Career Service Professional/Second Level Eligibility |

COMPETENCIES REQUIRED:

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.

Next-in-rank Position/s:

Instructor III, Instructor II, Instructor I and other equivalent positions

In addition, attached are the end-users submitted relevant education, training and experience for the above-cited 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 20 September 2019:

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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 (July-December 2018; January-June 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

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 Acting Regional Director

TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02
CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Assistant Professor III (SG-17)		
		TESDAB-AP3-6-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P36,942.00</u>	ACA	:
				<u>P2,000.00</u>

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

60%	1	Prepares and conducts training
	2	Develop/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	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training + NC II
ELIGIBILITY	:	Career Service Professional/Second Level Eligibility

COMPETENCIES REQUIRED:

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.

Next-in-rank Position/s:

Assistant Prof. II, Assistant Prof. I and other equivalent positions

In addition, attached are the end-users submitted relevant education, training and experience for the above-cited 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 20 September 2019:

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TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02

CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Assistant Professor III (SG-17)		
		TESDAB-AP3-S-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P36,942.00</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	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training + NC II
ELIGIBILITY	:	Career Service Professional/Second Level Eligibility

COMPETENCIES REQUIRED:

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.

Next-in-rank Position/s:

Assistant Prof. II, Assistant Prof. I and other equivalent positions

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TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02
CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Assistant Professor IV (SG-18)		
		TESDAB-AP4-58-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P40,637.00</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	:	2 years of relevant experience
TRAINING	:	8 hours of relevant training + NC II
ELIGIBILITY	:	Career Service Professional/Second Level Eligibility

COMPETENCIES REQUIRED:

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.

Next-in-rank Position/s:

Assistant Prof. III, Assistant Prof. II, Assistant Prof. I and other equivalent positions

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TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02
CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Instructor I(SG-12)		
		TESDAB-INST1-132-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P22,938.00</u>	ACA	:
				<u>P2,000.00</u>

THE HIRER 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 HIRER ARE:

EDUCATION	:	Bachelor's Degree relevant to the job
EXPERIENCE	:	None required
TRAINING	:	NC II, TM1 & NTTC in any Construction Sector qualifications
ELIGIBILITY	:	Career Service Professional/Second Level Eligibility

COMPETENCIES REQUIRED:

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

Next-in-rank Position/s:

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 Acting Regional Director

TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02
CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Instructor III(SG-14)		
		TESDAB-INST3-12-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P27,755.00</u>	ACA	:
				<u>P2,000.00</u>

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

80%	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	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training + NC II, TM1 & NTTC
ELIGIBILITY	:	Career Service Professional/Second Level Eligibility

COMPETENCIES REQUIRED:

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

Next-in-rank Position/s:

Instructor II, Instructor I and other equivalent positions

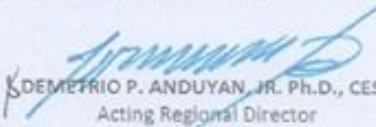
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Acting Regional Director

TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02

CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Instructor III(SG-14)		
		TESDAB-INST3-38-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P27,755.00</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	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training + NC II, TM1 & NTTC
ELIGIBILITY	:	Career Service Professional/Second Level Eligibility

COMPETENCIES REQUIRED:

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

Next-in-rank Position/s:

Instructor II, Instructor I and other equivalent positions

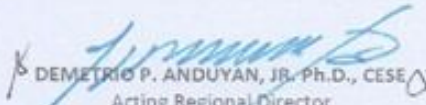
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Acting Regional Director

TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY

REGION 02
CARIG, TUGUEGARAO CITY

JOB OPENING

POSITION	:	Administrative Officer I(Supply Officer)(SG-10)		
		TESDAB-ADOF1-40-2017		
OFFICE	:	TESDA-Aparri Polytechnic Institute		
SALARY	:	<u>P19,233.00</u>	ACA	:
				<u>P2,000.00</u>

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- | | | |
|-----|----|--|
| | 1 | Supervises a group of personnel engaged in property procurement, storekeeping and property control services; |
| | 2 | Determines and prepare requisition for actual needs of supplies, materials and equipment; |
| | 3 | Checks and accounts deliveries of supplies, materials and equipment; |
| | 4 | Maintains record of all accountable properties and prepares annual inventory and other required reports; |
| 80% | 5 | Recommends disposal of unserviceable materials and equipment; |
| | 6 | Checks affidavit covering property loss and prepares necessary correspondence in connection with the request |
| | 7 | issues clearance to accountable employees and officials; |
| | 8 | Prepares advertisements for bids; |
| | 9 | Makes canvass of prices of goods in the open market and prepares corresponding purchase order of emergency |
| 5% | 10 | Keeps record of bondable officials; |
| 5% | 11 | Applies cost-cutting measures in the use of resources; office supplies, water, current and the like; |
| 5% | 12 | Implements 5S or Good Housekeeping in the workplace; |
| 5% | 13 | Performs other functions based on school policies and regulations. |

OTHER 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

COMPETENCIES REQUIRED:

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. Use relevant technologies; 8. Procure materials, equipment & services; 9. Facilitate the conduct of inventory & disposal of unserviceable properties.

Next-in-rank Position/s:


In addition, attached are the end-users submitted relevant education, training and experience for the above-cited 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 20 September 2019:

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 (July-December 2018; January-June 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


DEMETRIO P. ANDUYAN, JR. Ph.D., CESP
Acting Regional Director