



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified
TESDA III - JOB OPENING



POSITION: ADMINISTRATIVE AIDE VI (CLERK III)
FORMER INCUMBENT: DEREK E. DE LARA (PROMOTED)
ITEM NUMBER: TESDAB-ADA6-57-2017
OFFICE: PROVINCIAL TRAINING CENTER TARLAC
SALARY: SG-6 (PhP 19,716.00) **PERA:** P2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

20%	Draft office communications and other reports;
20%	Receive, sort, file and release communications and other documents;
20%	Conduct inventory of office properties, supplies and materials;
20%	Perform liaisoning and messengerial services;
10%	Acts as secretariat on office meetings; and
10%	Perform other functions as assigned by the immediate supervisor or head of operating unit

QUALIFICATIONS OF THE HIREE ARE:

Education: Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*
Experience: None Required
Training: None Required
Eligibility: Career Service (Sub-Professional)/First Level Eligibility

SPECIAL QUALIFICATIONS:

- Must be physically and mentally fit and of good moral character
- Good in oral and written communications
- Good interpersonal relationship and work attitude
- Good in coaching/facilitation skills
- Proficient in the use of Computer Software (Word Processing, Worksheet, PowerPoint)

CORE COMPETENCIES:

- Work effectively in vocational education and training
- Receive and respond to workplace communication
- Work with others
- Demonstrate work values
- Perform computer operations
- Compile records
- Perform clerical procedures
- Coordinate office programs and activities

All interested applicants must submit their **COMPLETE** application documents to this google form : <https://forms.gle/4m2kKsiAP9D7AjTN7> or thru e-mail at region3.recruitment@tesda.gov.ph not later than **June 1, 2026**:

1. Letter of application specifying the position and office applying for (original);
2. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
3. Hard copy or electronic copy of proof of eligibility/rating/license; (required for all applicants)
4. Hard copy or electronic copy of Transcript of Records; (required for all applicants)
5. Hard copy or electronic copy of Diploma; (required for all applicants)
6. Hard copy or electronic copy of Certificate of Trainings; (required for all applicants)
7. Awards related to performance; (if any)
8. Proof of membership to office committees/TWGs; (if any)
9. List of at least 5 references with complete contact details and email address: Superior, Peer, Subordinate, Client; (required for all applicants)
10. Expert Services (if any);
11. Hard copy or electronic copy of Performance rating in the last rating period; (required for all applicants)
12. Service Record (applicable for government employees only);
13. Copy of previous appointment (applicable for government employees only); and
14. Certificate of Employment (for employees previously employed in the private sector)

“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”.

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.

(original signed)
ELLA NESS D. DE LARA
Acting Chief Administrative Officer
Finance and Administrative Services Division

PUBLICATION DATE: May 20, 2026

**RE-OPENED POSITION | AUGUST 28, 2026 –
SEPTEMBER 7, 2026**