

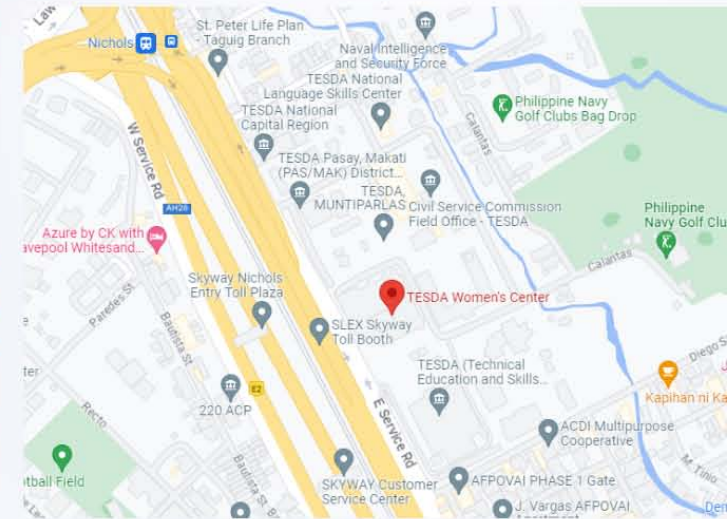


## VISION

To be the leading TESDA Polytechnic Institute for Women in 2028

## MISSION

As the lead Polytechnic Institute for women's empowerment, we advocate and provide programs and services geared toward a quality-assured, inclusive, and gender-fair TVET



## CONTACT DETAILS

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**OUR ADDRESS :**  
Bldg. 2, TESDA Complex,  
East Service Road, Taguig  
City, NCR

## VIRTUAL ASSISTANT SERVICES LEVEL II

100 HOURS (100 HOURS ONLINE TRAINING) OR 12 DAYS

TESDA WOMEN'S CENTER





## CORE COMPETENCIES

- Apply Fundamental Virtual Assistant Skills
- Update Client's Content Management Systems

This course is designed to train students to become globally competitive in providing virtual assistant services to foreign clients in accordance with current industry standards. It covers basic, common, and core competencies which focuses on in-demand freelance/virtual assistant skills, such as but not limited to, project management, content management, email management, scheduling, and all-around virtual business management.



## BASIC COMPETENCIES

- Participate in Workplace Communication
- Work in Team Environment
- Solve/Address General Workplace Problem
- Develop Career and Life Decisions
- Contribute to Workplace Innovation
- Present Relevant Information
- Practice Occupational Health and Safety Procedures
- Exercise Efficient and Effective Sustainable Practices in Workplace
- Practice Entrepreneurial Skills in the Workplace

## COMMON COMPETENCIES

- Perform Computer Operations
- Provide Effective Customer Service



## OPPORTUNITIES

- BE A VIRTUAL ASSISTANT

## TRAINEE REQUIREMENTS

- CAN COMMUNICATE BOTH ORAL AND WRITTEN
- PHYSICALLY AND MENTALLY FIT
- WITH GOOD MORAL CHARACTER
- CAN PERFORM BASIC MATHEMATICAL AND COMPUTER OPERATION
- MUST HAVE AT LEAST 10 YEARS BASIC EDUCATION OR AN ALS CERTIFICATE OF ACHIEVEMENT WITH GRADE 10 EQUIVALENT HOLDE
- MUST UNDERGO TRAINABILITY EVALUATION