

WE'RE HIRING

DEVELOPMENT MANAGEMENT OFFICER I (SG 11)

CSC MINIMUM QUALIFICATION STANDARDS:

EDUCATION : BACHELOR'S DEGREE RELATED TO THE JOB

EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING : FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY : CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY

DUTIES AND RESPONSIBILITIES

1. Assist in undertaking policy development and planning tasks;
 2. Assist in the evaluation of project deliverable for all development projects to ensure compliance to monitoring and evaluation standards;
 3. Assist in monitoring and result evaluation of the center-assisted livelihood projects/ start-up projects;
 4. Assist the preparation of annual narrative report and submit same to ISS for editing and packaging;
 5. Designs project plans and prepares all resource specifications for various projects and administers all requirements and prepared required status report;
 6. Leads in the conduct of Section-specific training concerns;
 7. Serve as resource person;
 8. Act as Focal Person; and
 9. Does other related functions required by the Directorate.
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ACCOUNTANT I (SG 12)

CSC MINIMUM QUALIFICATION STANDARDS:

EDUCATION : BACHELOR'S DEGREE IN COMMERCE/

BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING

EXPERIENCE : NONE REQUIRED

TRAINING : NONE REQUIRED

ELIGIBILITY : RA 1080 (CPA)

DUTIES AND RESPONSIBILITIES

1. Provide accounting services.
 2. Prepare all accounting-related reports.
 3. Perform other functions required by the Unit Head/ Center Director.
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MEDIA PRODUCTION SPECIALIST II (SG 15)

CSC MINIMUM QUALIFICATION STANDARDS:

EDUCATION : BACHELOR'S DEGREE RELATED TO THE JOB

EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING : FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY : CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY

APPLICATION REQUIREMENTS:

- ✓ Application letter addressed to **ROGELIO C. EVANGELISTA, DPA, Center Director**
- ✓ Fully Accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212 Revised 2017) with recent passport-sized picture which can be downloaded at **www.csc.gov.ph**
- ✓ Work Experience Sheet which can be downloaded at **www.csc.gov.ph**
- ✓ Performance Rating in the last rating period (if applicable)
- ✓ Certificate of trainings attended
- ✓ Authenticated certificate of eligibility/rating/license; and
- ✓ Photocopy of transcript of records

Submit your requirements at: **rtc1.dcc@ati.da.gov.ph** or to our office, Agricultural Training Institute-Regional Training Center I, Tebag East, Sta. Barbara, Pangasinan **on or before October 13, 2022.**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.