



Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
Regional Training Center 1  
Tebag East, Sta. Barbara, Pangasinan

# **WE ARE HIRING!**

## **Administrative Aide VI (SG-6)**

### **QUALIFICATIONS**

- ▶ Computer literate;
- ▶ Has good written and oral communication skills;
- ▶ Working knowledge of the duties and responsibilities of the job;
- ▶ Completed at least two (2) years studies in college;
- ▶ Career Service Sub-Professional / First Level Eligibility.

### **APPLICATION REQUIREMENTS**

- ▶ Application letter addressed to:  
**ROGELIO C. EVANGELISTA, DPA, Center Director;**
- ▶ 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](http://www.csc.gov.ph);
- ▶ Work Experience Sheet attachment to CS Form 212 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- ▶ Photocopy of Diploma and Transcript of Records;
- ▶ Photocopy of Certificate of Eligibility;
- ▶ Performance Rating in the last rating period (**if applicable**).

Submit your requirements at [rtc1.dcc@ati.da.gov.ph](mailto:rtc1.dcc@ati.da.gov.ph) or to our office, Agricultural Training Institute-Regional Training Center 1, Tebag East, Sta. Barbara, Pangasinan until **NOVEMBER 25, 2020**.



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