

WE'RE HIRING

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.

PLANNING OFFICER II (SG 15)

CSC MINIMUM QUALIFICATION STANDARDS:

EDUCATION: BACHELOR'S DEGREE RELEVANT 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. Lead in the management and supervision of Policy & Planning Services (PPS);
2. Formulate/ review/recommend operations policies and guidelines of the Center;
3. Assist the preparation of information for policy studies and prepare plans for center implementation responsive to the problems/issues raised;
4. Provide planning standards in the preparation of work plans;
5. Conducts planning consultations with LGUs, SUCs, CSOs and other clients along the value chain;
6. Prepare the Regular WFP;
7. Coordinate with Section Heads/Focal Persons the preparation and consolidation of the Center 's Work and Financial Plan periodically;
8. Coordinate the conduct of the center's midyear/annual reviews on its major program and activities;

9. Serve as resource person;
10. Maintain basic planning data and information status of program / project implementation;
11. Perform other related task as may be required by the supervisor/directorate.

DEVELOPMENT MANAGEMENT OFFICER II (SG 15)

CSC MINIMUM QUALIFICATION STANDARDS:

EDUCATION: BACHELOR'S DEGREE RELEVANT 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. Take charge of the education support: scholarship programs including monitoring of the performance of the beneficiaries/scholars;
2. Take charge of the implementation of the merit and promotion plan for the AFE sector;
3. Package project proposals for funding, if necessary;
4. Assist in the training implementation and prepare training completion reports;
5. Serve as resource person or subject matter specialist;
6. Act as Focal Person;
7. Perform other functions required by the Section Head/Center Director.

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 September 23, 2022.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.