



Republic of the Philippines
AGRICULTURAL TRAINING INSTITUTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the in the CSC website:

Marisa O. Galgo

HRMO

Date: June 10, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I	OSEC-DAB-ADAS1-64-2014	7	16458	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
2	Training Specialist	DAB-TRNSP2-25	15	32053	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	International Training Center on Pig Husbandry (ITCPH) Bo. Maraway, Lipa City, Batangas
3	Training Specialist	DAB-TRNSP3-6	18	42159	Bachelor's Degree	Eight (8) Hours of relevant training	Two (2) years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 1, Tebag, Sta. Barbara, Pangasinan

4	Administrative Officer	C-DAB-ADOF4-69	15	32053	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 1, Tebag, Sta. Barbara, Pangasinan
5	Training Specialist	C-DAB-TRNSP2-2	15	32053	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 4B, Mindoro Oriental

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 20, 2020.

1. 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;
2. Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARISA O. GALGO
AO V, HRM, AFU-OD
Elliptical Road, Diliman, Quezon City
atico.hrms@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.