

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 AGRICULTURAL TRAINING INSTITUTE in the CSC website:

Marisa O. Galgo

HRMO

Date: October 22, 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	Training Specialist II	OSEC-DAB-TRNSP2-2-2014	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 (CAR), La Trinidad, Benguet
2	Administrative Aide VI	OSEC-DAB-ADA6-204-2004	6	15524	Completion of Two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Regional Training Center 1, Tebag, Sta. Barbara, Pangasinan
3	Training Specialist II	OSEC-DAB-TRNSP2-41-1998	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 2, Malasin, San Mateo Isabela
4	Planning Officer II	OSEC-DAB-PLO2-58-2014	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 2, Malasin, San Mateo Isabela

5	Agriculturist I	OSEC-DAB-AG1-122-1998	11	22316	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	N/A	Regional Training Center 2, Malasin, San Mateo Isabela
6	Administrative Officer II	OSEC-DAB-ADOF2-66-2014	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 9, San Francisco District, Pagadian City
7	Administrative Officer IV	OSEC-DAB-ADOF4-95-2004	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 12, Tantangan, South Cotabato
8	Agriculturist II	OSEC-DAB-AG2-1262-1998	15	32053	BS Degree in Agriculture and other Allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080/License in Agriculture	N/A	Regional Training Center 13, Butuan City

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 November 1, 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](http://www.csc.gov.ph);
2. Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://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  
 AQ V, HRM, AFU-OD  
 \_\_\_\_\_  
 Elliptical Road, Diliman, Quezon City  
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[atico.hrms@yahoo.com](mailto:atico.hrms@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**