

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: April 08, 2021

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-ADAS1-51-2004	7	17179	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	Media Production Specialist II	OSEC-DAB-MPXS2-19-2014	15	33575	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	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
3	Network Controller I	OSEC-DAB-NETC1-56-2014	8	18251	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional/ First Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
4	Administrative Assistant I	OSEC-DAB-ADAS1-52-2004	7	17179	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

5	Development Management Officer I	OSEC-DAB-DMO1-126-2014	11	23877	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
6	Development Management Officer I	OSEC-DAB-DMO1-131-2014	11	23877	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
7	Development Management Officer I	OSEC-DAB-DMO1-132-2014	11	23877	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
8	Administrative Assistant I	OSEC-DAB-ADAS1-64-2014	7	17179	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
9	Information Officer III	OSEC-DAB-INFO3-12-2014	18	43681	Bachelor's Degree relevant to the job	Eight (8) Hours of relevant training	Two (2) years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	International Training Center on Pig Husbandry (ITCPH) Bo. Marawoy, Lipa City, Batangas
10	Administrative Aide VI	OSEC-DAB-ADA6-187-2004	6	16200	Completion of Two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Regional Training Center (CAR), La Trinidad, Benguet
11	Project Evaluation Officer I	OSEC-DAB-PEO1-60-2014	11	23877	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center (CAR), La Trinidad, Benguet


12	Training Specialist III	OSEC-DAB-TRNSP3-6-1998	18	43681	Bachelor's Degree relevant to the job	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
13	Administrative Officer IV	OSEC-DAB-ADOF4-69-2004	15	35575	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
14	Senior Agriculturist	OSEC-DAB-SRAG-141-1998	18	43681	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Eight (8) hours of relevant training	Two (2) years of relevant experience	Relevant RA 1080	N/A	Regional Training Center 1, Tebag, Sta. Barbara, Pangasinan
15	Training Center Superintendent I	OSEC-DAB-TRNCS1-60-2014	22	68415	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 4A- Brgy. Lapidario, Trece Martires City, Cavite
16	Training Center Superintendent II	OSEC-DAB-TRNCS2-34-1998	24	86742	Masters Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/ management Learning and Development Intervention undertaken within the last five (5) years	Four (4) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 10, El Salvador, Misamis Oriental

17	Dormitory Manager II	OSEC-DAB-DORMG2-27-1998	11	22316	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 10, El Salvador, Misamis Oriental
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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 April 18, 2021.

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. Authenticated 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

 AOX, HRM, AFU-OD

 Elliptical Road, Diliman, Quezon City

hrmo.co@ati.da.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.