

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  
HRM


Date: January 07, 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 Officer I	OSEC-DAB- ADOF1-69- 2004	10	20219	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 4A- Brgy. Lapidario, Trece Martires City, Cavite
2	Training Specialist III	OSEC-DAB- TRNSP3-23- 1998	18	42159	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 4A- Brgy. Lapidario, Trece Martires City, Cavite
3	Dormitory Manager II	OSEC-DAB- DORMG2-33- 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 4A- Brgy. Lapidario, Trece Martires City, Cavite

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 January 17, 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](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  
AO V, HRM, AFU-OD  
Elliptical Road, Diliman, Quezon City  
[atco.hrms@yahoo.com](mailto:atco.hrms@yahoo.com)

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