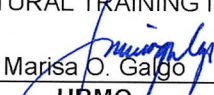


Republic of the Philippines
AGRICULTURAL TRAINING INSTITUTE
Request for Publication of Vacant Positions

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: March 01, 2021

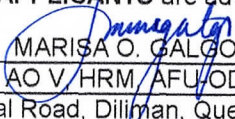
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant II	OSEC-DAB-A2-40-1998	16	36628	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
2	Administrative Assistant I	OSEC-DAB-ADAS1-63-2014	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
3	Administrative Officer IV	OSEC-DAB-ADOF4-77-2005	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	Regional Training Center 7, Tagbilaran City, Bohol

4	Accountant I	OSEC-DAB-A1-6-1998	12	26052	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	None required	None required	Relevant RA 1080	N/A	Regional Training Center 8, VSU Compound, ViSCA, Baybay City, Leyte
5	Project Evaluation Officer I	OSEC-DAB-PEO1-73-2014	11	23877	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 12, Tantangan, South Cotabato

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 March 11, 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. 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

hrmo.co@ati.da.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.