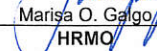


Republic of the Philippines
AGRICULTURAL TRAINING INSTITUTE
Request for Publication of Vacant Positions

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: November 18, 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 Center Superintendent I	OSEC-DAB- TRNCS1-63- 2014	22	66867	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 6, ASU Compound, Banga, Aklan
2	Administrative Officer IV	OSEC-DAB- ADOF4-77- 2004	15	32053	Bachelor's Degree relevant to the job	Four (4) hours of relevant experience	One (1) year of relevant training	Career Service Professional/ Second Level Eligibility	N/A	Regional Training Center 6, ASU Compound, Banga, Aklan
3	Dormitory Manager II	OSEC-DAB- DORMG2-2- 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 6, ASU Compound, Banga, Aklan

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 28, 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.