



Agricultural Training Institute
Regional Training Center 1

WE ARE HIRING

Join our team!



ADMINISTRATIVE SUPPORT STAFF III

Salary Grade 5(2023 SSL) Plus up to 20% premium

ELEGIBILITY: None Required

EDUCATION: College Graduate

TRAINING: None required

WORK EXPERIENCE: Preferably with 1 year experience in administrative works but not required

PERIOD COVERED: January 13, 2025 to June 30, 2025

OTHER QUALIFICATIONS: With own laptop/computer

DUTIES & RESPONSIBILITIES

- ✓ Act as Records Custodian under the Office of the Center Director.
- ✓ Prepare, Organize and file necessary documents (e.g. vouchers, training documents, etc.)
- ✓ Consolidate and compile reports and activity documents.
- ✓ Do other extension activities as need arises.
- ✓ Perform other duties that may be assigned as deemed necessary.



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INSTRUCTION/REMARKS:

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 12, 2025.

DOCUMENTS:

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;

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JAYVEE BRYAN G. CARILLO, Ph.D.

DA-ATI-RTC I, OIC-Center Director

Tebag East, Sta. Barbara, Pangasinan rtc1.dcc@ati.da.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.