



Agricultural Training Institute
Regional Training Center 1

WE ARE HIRING

Join our team!



DORMITORY MANAGER II

Salary Grade 11/ Php 30,024.00

ELEGIBILITY: Career Service Professional/ Second level Eligibility

EDUCATION: Bachelor's degree relevant to the job

TRAINING: None required

WORK EXPERIENCE: None required

DUTIES & RESPONSIBILITIES

- ✓ Receive and approve dormitory and halls reservation in accordance with the existing policies of the Center.
- ✓ Supervise registration, billeting of dormitory occupants and implement dormitory rules and regulations.
- ✓ Recommend repair works and supplies needed for operation of the dormitory.
- ✓ Ensure dormitory cleanliness.
- ✓ Makes periodic inspection of buildings and premises to check condition of furniture's and equipment to determine replacement or repair needs.
- ✓ Confer with dormitory staff on operation problems such as repairs, alterations, decoration, painting and cleaning.
- ✓ Supervise collection / payments of dormitory fees and hall rentals.
- ✓ Prepare financial statements and other pertinent reports
- ✓ Acts as resource person on field of expertise



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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 March 06, 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;
3. Performance rating in the last rating period (if applicable); sc.gov.ph;
4. Authenticated certificate of eligibility/rating/license; and
5. Authenticated copy of Transcript of Records
6. Photocopy of certificates/ trainings attended, and;
7. Photocopy of diploma

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

JAYVEE BRYAN G. CARILLO, PhD
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.