Agricultural Training Institute
Regional Training Center 1

WE ARE HIRING

Join our team!

TECHNICAL SUPPORT STAFF I

Salary Grade 8(2019 SSL) Plus 20% premium

EDUCATION: College graduate (Bachelor's Degree in Development Communication, BS Agriculture or any related courses)

ELEGIBILITY: None Required

TRAINING: None required

WORK EXPERIENCE: None required

PERIOD COVERED: July 17, 2025 to December 31, 2025

DUTIES & RESPONSIBILITIES

- ✓ Assist in the conduct of trainings and other AF-related activities;
- ✓ Assist the Monitoring and Evaluation activities of the Center;
- ✓ Handling confidential information and ensuring effective communication;
- ✓ Assist in the organization and maintenance of records in the unit;
- ✓ Assist in updating of the monthly accomplishment in the OPMES;
- ✓ Assist in the implementation of projects and activities under the Province-led Agriculture and Fishery Extension System;
- ✓ Assist in the consolidation and analysis of data reported monthly; and
- ✓ Perform other functions as may be required by the Directorate or her immediate supervisor.

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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 July 15, 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, PhD
DA-ATI-RTC I, Center Director
Tebag East, Sta. Barbara, Pangasinan
rtc1.dcc@ati.da.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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