

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: February 6, 2024

| 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 II                   | OSEC-DAB-TRNCS2-11-1998 | 24                     | 90,078.00      | Master's Degree OR Certificate in leadership and Management from Civil Service Commission                                     | Forty (40) hours of supervisory/management training/learning and development intervention | Four (4) years of supervisory and management experience | Career Service Professional/ Second Level Eligibility | N/A                        | ATI Regional Training Center II San Mateo Isabela  |
| 2   | Training Center Superintendent II                   | OSEC-DAB-TRNCS2-26-1998 | 24                     | 90,078.00      | Master's Degree OR Certificate in leadership and Management from Civil Service Commission                                     | Forty (40) hours of supervisory/management training/learning and development intervention | Four (4) years of supervisory and management experience | Career Service Professional/ Second Level Eligibility | N/A                        | ATI Regional Training Center XII San Felipe, Tantangan, South Cotabato                       |
| 3   | Accountant III                                      | OSEC-DAB-A3-19-1998     | 19                     | 51,357.00      | Bachelor's degree in Commerce/Business Administration major in Accounting   | Eight (8) hours of relevant training  | Two (2) years of relevant experience                    | RA 1080 (CPA)   | N/A                        | National Capital Region (NCR) Elliptical Road, Diliman, Quezon City                          |
| 4   | Training Specialist III                             | OSEC-DAB-TRNSP3-17-1998 | 18                     | 46,725.00      | Bachelor's degree relevant to the job   | Eight (8) hours of relevant training  | Two (2) years of relevant experience                    | Career Service Professional/ Second Level Eligibility | N/A                        | ATI Regional Training Center IX, Balintawak, Pagadian City                                   |
| 5   | Planning Officer II                                 | OSEC-DAB-PLO2-67-2014   | 15                     | 36,619.00      | 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                        | ATI Regional Training Center X, El Salvador, Misamis Oriental                                |
| 6   | Planning Officer II                                 | OSEC-DAB-PLO2-55-2014   | 15                     | 36,619.00      | 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                        | ATI International Training Center on Pig Husbandry (ITCPH), Bo. Marawoy, Lipa City, Batangas |
| 7   | Librarian II  | OSEC-DAB-LIB2-53-2014   | 15                     | 36,619.00      | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science | Four (4) hours of relevant training   | One (1) year of relevant experience                     | Relevant RA 1080                                      | N/A                        | National Capital Region (NCR) Elliptical Road, Diliman, Quezon City                          |
| 8   | Project Evaluation Officer I                        | OSEC-DAB-PEO1-60-2014   | 11                     | 27,000.00      | Bachelor's degree relevant to the job   | None required   | None required   | Career Service Professional/ Second Level Eligibility | N/A                        | ATI Regional Training Center-Cordillera Administrative Region (CAR), La Trinidad Benguet     |

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|     |   |                        |                        |                | Education                             | Training      | Experience    | Eligibility  |                            |  |
| 9   | Administrative Officer II                           | OSEC-DAB-ADOF2-68-2014 | 11                     | 27,000.00      | Bachelor's degree relevant to the job | None required | None required | Career Service Professional/<br>Second Level Eligibility | N/A                        | ATI Regional Training Center XI,<br>Panabo City, Davao del Norte |

Interested and qualified applicants should signify their interest in writing. **Kindly indicate the plantilla item of the position being applied for.** Attach the following documents to the application letter and send to the address below not later than **February 19, 2024**.

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](http://www.csc.gov.ph);
2. Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the last rating period (if applicable);
4. **Authenticated** 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  
Head, HRMO, AFU-OD  
Elliptical Road, Diliman, Quezon City  
[hrmo.co@ati.da.gov.ph](mailto:hrmo.co@ati.da.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**