

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: July 2, 2024

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Competency (if applicable) | Place of Assignment |
|-----|---|------------------------|------------------------|----------------|---------------------------------------|---------------|---------------|---|----------------------------|---|
| | | | | | Education | Training | Experience | Eligibility | | |
| 1 | Development Management Officer I | OSEC-DAB-DMO1-129-2014 | 11 | 27,000.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service Professional/ Second Level eligibility | N/A | ATI National Capital Region (NCR) Elliptical Road, Diliman, Quezon City |
| 2 | Administrative Officer I | OSEC-DAB-ADOF1-63-2014 | 10 | 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service Professional/ Second Level eligibility | N/A | ATI Regional Training Center X, El Salvador, Misamis Oriental |

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 **July 15, 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;
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. **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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.