



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
Regional Training Center III

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REQUEST FOR JOB ORDER

Requesting Office : CDMS
Number of Position Requested : 1
Position for Job Order : Administrative Support Staff II
Salary/Compensation : SG 6, SSL 2019 Step 1
Period Covered : May 15, 2023 to December, 2023
Date Request : April 2023

QUALIFICATIONS:

Educational Attainment: at least completion of two (2) years studies in college
Work Experience: not necessary but an advantage if with experience in a structured organization
Training: not necessary but an advantage if there is any related training for the job description
Eligibility: not necessary but preferably Civil Service Eligible or equivalent eligibility

DUTIES AND RESPONSIBILITIES:

Assist the technical staff or project officer in the implementation of programs, projects, and activities of the section, such as preparation of documents during the 3 Phases of the PPAs, particularly training, and activity; to wit:

- a. Pre-Training/Activity
- b. During Training/Activity
- c. Post Training/Activity

Pre-Training/Activity Tasks:

- a. If the PO shall conduct Training Needs Assessment prior to the Preparation of the Training Design:
 - ASS II shall reproduce the TNA Tool developed by the PO
 - Assist the PO in administering the TNA to target clients
- b. During Preparation of Training Design by the PO:
 - Once the training design has been reviewed by the section chief, ASS II shall **draft** the following:
 - a. training forms (Attendance Sheet, RP Info Sheet, RP Evaluation Forms, Overall Course Evaluation Forms);
 - b. RIS of training supplies and training kits;
 - c. Purchase Requests and corresponding Request for Quotation Form (for the Catering Services with corresponding evaluation tool and menu, Rental of Vehicle/trip ticket with evaluation tool, extension support if there is any, demonstration materials, Motor Vehicle Request Form, laundry services, etc.);
 - d. letter-request for the reservation of the training facilities;
 - e. template of the tarpaulin;
 - f. certificate of training and appreciation

- g. Programme
- h. participant's registration form; and,
- i. participants' confirmation matrix
- j. Re-Entry Plan
- Once the Training Design has been **approved** already, **all draft forms and requests shall be finalized** using the information reflected on the approved training design
- Reproduce the final copy of the approved training design and submit it to the officials for their signature
- Submit signed documents to DCC for recording and filing purposes
- Final copies of PRs for approval of concerned personnel and submit the same to SMU
- Submit Reservation for the use of facilities to the Dormitory Manager for approval
- Submit Motor Vehicle Request to the Dispatcher for reservation (if the vehicle to be used is official)
- Submit final RIS to the Supply Custodian for the release of training supplies and training kits
- Reproduce the Pre-Test and Post Test developed by the PO together with the Answer Key
- c. Print letters (for RPs and participants) developed by the PO and facilitate the signing of the concerned official and submit the same to the DCC for its official release.
- d. Assist PO in sending the letters together with the Participant's Registration Form with confirmation information and assist in the follow-up of attendees using the Participants' Confirmation Matrix.
- e. Prepare RP Conforme' and Professional Service Contract if warranted. Prepare ORS and submit to the Budget Officer for obligation purposes of the RP Honorarium.
- f. Prepare the Catering Contract and ORS for the obligation of the Budget Officer.
- g. If hired vehicle shall be used, prepare the contract and ORS for the obligation.

During Conduct of Training:

- a. Facilitate the signing of participants to the attendance sheet and distribution of training kits
- b. Assist the PO in administering Pretest and checking the same using the Answer Key as the basis
- c. Assist the PO during the Opening Program by documenting the event.
- d. Post the result of the Pretest on the wall where participants can easily see it.
- e. Monitor and ensure the completeness of participants' registration on the attendance sheet on a daily basis
- f. Check the Participant's Registration Form for the completeness of info, otherwise, let the pax complete his/her info on the form
- g. Make a list of the participants and request them to see the correctness of the spelling of their names to check whether the name on the prepared certificate is accurate, otherwise, revised those with incorrect spelling on the previously printed certificates
- h. Distribute RP evaluation Forms to the participants at the end of the topic of the RP and collect them once they already accomplished them. Then summarized the result.
- i. Remind the Caterer about the needed documents for the payment of the service rendered.
- j. Input names of attendees in the directory of participants
- k. Prepare other vouchers, if there are any, like reimbursement.

Post-Training Tasks:

- a. Attached to the vouchers the lacking documents to the previously obligated payables
- b. Provide the PO with the encoded Directory of Participants for the preparation of TOACR and TMIS as well as the Summary Matrix of RP Evaluation and Overall Course Evaluation., and the Result of Pre and Post Test in a Tabulated Form.
- c. Prepare RP Feedback and send the same to the corresponding RP of the training.

- d. Submit other vouchers complete with attachments, for the obligation.
- e. Arrange important documents related to the conducted training and label them properly for filing purposes.

Requesting Officer:	Funds Availability:	Recommending	Approved:
ELSA F. VICTORIA	GUIA D. REYES		JOEY A. BELARMINO, PhD.
IMMEDIATE SUPERVISOR	HEAD, BUDGET SECTION	DEPUTY DIRECTOR/TCS I	CENTER DIRECTOR

ATI-QF/HRMO-20 Rev. 01 Effectivity Date: September 1, 2018