



Republic of the Philippine
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

Regional Training Center III

Government Complex, San Ramon, Dinalupihan, Bataan 2110
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REQUEST FOR JOB ORDER

Requesting Office : PMEU
Number of Position Requested : 1
Position for Job Order : Administrative Support Staff II
Salary/Compensation : 14,847.00 / SG 6, SSL 2019 Step 1
Period Covered : April 2023 – December 2023
Date Request : April 11, 2023

QUALIFICATIONS:

Educational Attainment:

- Graduate of any degree course
- Preferably 2 years course

Work Experience:

Preferably, with experience in

- Writing correspondences and activity and documentation;
- Assisting/facilitating consultation, training, and other related activities.
- Assisting preparation and interpretation of reports.

Training:

- None required, but relevant training may be an advantage

Eligibility:

- None required, but preferably CSC passer.

Other qualifications

- Good communication skills.
- Knowledgeable on the use of online reporting platforms, Google forms, and the like;
- Knowledgeable in MS Office, social media platform & virtual mode of communication;
- Able to work independently with minimal supervision;
- Preferably with own laptop/computer

DUTIES AND RESPONSIBILITIES:

- Assist in the preparation of reports.
- Keep files of Training and other Activity Completion Report.
- Assist the project officer in the clerical jobs required in conducting training.
- Assist the Project Officer in the preparation of supplies and materials needed prior to conduct of the training.
- Collation/encoding of data
- Perform other duties that may be assigned as deemed necessary.

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| Requesting Officer: MARCIANO C. SANTOS | Funds Availability: GUIA D. REYES | Recommending | Approved: JOEY A. BELARMINO, PhD |
| IMMEDIATE SUPERVISOR | HEAD, BUDGET SECTION | DEPUTY DIRECTOR/TCS II | CENTER DIRECTOR |