



REQUEST FOR JOB ORDER

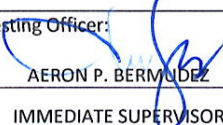

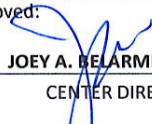
Requesting Office : Information Services Section (ISS)
Number of Position/s Requested : Three (3)
Position for Job Order : Admin Support Staff II (Enumerator)
Salary/Compensation : 14,847. 00
Period Covered : June 15-December 2023
Date Request : June 2, 2023

QUALIFICATIONS:

Educational Attainment : Completed at least two (2) years of studies in college (preferably agriculture-related course or has a background in agriculture)
Work Experience : Has experience in conducting research, has background in rice production technologies, excellent verbal, written, and interpersonal skills, has background in the conduct of training and other related activities
Training : Rice Production Technologies-related Training
Eligibility : Not required

DUTIES AND RESPONSIBILITIES:

- ✓ Facilitate the conduct of activities under Monitoring, Evaluation, and Learning of Department of Agriculture (DA) Rice extension interventions through Monitoring Web Application;
- ✓ Facilitate the conduct of farmer-level interviews;
- ✓ Facilitate in the analysis of gathered data;
- ✓ Prepare and submit monthly progress report;
- ✓ Facilitate the coordination and other related activities during the enumeration process; and
- ✓ Other activities that may be assigned by the immediate supervisor.

Requesting Officer:  AERON P. BERMUDEZ IMMEDIATE SUPERVISOR	Funds Availability:  GUIA D. REYES BUDGET OFFICER	Recommending JAYVEE BRYAN G. CARILLO, Ph.D. TCS II	Approved:  JOEY A. BELARMINO, Ph.D. CENTER DIRECTOR
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