

# Republic of the Philippines 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 : 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:	Funds Availability:	Recommending	Approved:
AERON P. BERMUDEZ	GUIA D. REYES	JAYVEE BRYAN G. CARILLO, Ph.D.	JOEY A. BELARMINO, Ph.D.
IMMEDIATE SUPERVISOR	BUDGE	TCS II	CENTER DIRECTOR