



REQUEST FOR JOB ORDER

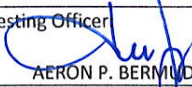
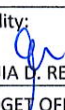

Requesting Office : Information Services Section (ISS)
Number of Position/s Requested : One (1)
Position for Job Order : Admin Support Staff II
Salary/Compensation : 14,847.00
Period Covered : June 15-December 2023
Date Request : June 2, 2023

QUALIFICATIONS:

Educational Attainment : Completed at least two (2) years of studies in college
Work Experience : Has experience in facilitating training and other related activities; Has knowledge in processing of financial documents
Training : None Required
Eligibility : Not required

DUTIES AND RESPONSIBILITIES:

- ✓ Assist in the conduct of activities under Monitoring, Evaluation, and Learning of Department of Agriculture (DA) Rice extension interventions through Monitoring Web Application;
- ✓ Assist in the conduct of farmer-level interviews;
- ✓ Assist in the preparation and submission of monthly progress report;
- ✓ Facilitate the preparation of financial documents for the project;
- ✓ Assist in the conduct of training activities; 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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