

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 : 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	Funds Availability:	O STATE O	Recommending	Approved:	A privatella at a
AERON P. BERMUDEZ	GUIA D. R		JAYVEE BRYAN G. CARILLO, Ph.D.	JOEA	1
IMMEDIATE SUPERVISOR	BUDGET OF	FFICER	TCS II		CENTER DIRECTOR

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