



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

Regional Training Center III

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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 : Technical Support Staff IV
Salary/Compensation : 20, 754. 00
Period Covered : June 15-December 2023
Date Request : June 2, 2023

QUALIFICATIONS:

Educational Attainment : Graduate of Bachelor of Science in Agriculture or any related field
Work Experience : Has experience in conducting research, has a background in rice production technologies, excellent verbal, written, and interpersonal skills, has a background in the conduct of training and other related activities
Training : Rice Production Technologies-related Training, Training Management Facilitation
Eligibility : Not required but preferred

DUTIES AND RESPONSIBILITIES:

- ✓ Supervise 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;
- ✓ Write and package research results/outputs of the interviews;
- ✓ Prepare and submit monthly progress report;
- ✓ Facilitate and monitor financial and physical targets;
- ✓ Serve as a resource person or subject matter specialist;
- ✓ Provide information-related technical assistance to clientele and the Center staff; and
- ✓ Other activities that may be assigned by the immediate supervisor.

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