



Republic of the Philippine  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
**Regional Training Center III**

Government Complex, San Ramon, Dinalupihan, Bataan 2110  
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 Website: www.ati.da.gov.ph/rtc3 ; www.e-extension.gov.ph

## REQUEST FOR JOB ORDER

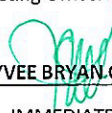

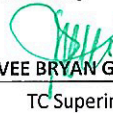
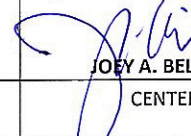
Requesting Office : TCS I - OFFICE OF THE CENTER DIRECTOR  
 Number of Position Requested : 1  
 Position for Job Order : Technical Support Staff II  
 Salary/Compensation : P 17,975.00/month  
 Period Covered : October 16, 2023 to December 31, 2023  
 Date Request : October 3, 2023

### QUALIFICATIONS:

Educational Attainment: College Graduate preferably BS Agriculture  
 Work Experience: None required  
 Training: None required  
 Eligibility: None required

### DUTIES AND RESPONSIBILITIES:

- a. Work hand in hand and assist the Assistant Center Director/ Training Center Superintendent I in the implementation of its various ESSETS activities to include but not limited to: PAFES, Planning, Monitoring and Evaluation, and others;
- b. Coordinate with the PAFES team from the seven provinces of Central Luzon on the implementation of their 2023 funded PPAs;
- c. Coordinate with partner agencies (NGAs, LGUs, SUCs, Private Sector, etc.) and PAFES counterparts in the provinces for the full implementation of the said extension system;
- d. Prepare, organize and submit complete financial documents (e.g purchase requests, request for quotations, BAC summary, inspection and acceptance, purchase order, etc.);
- e. Encode Training and other Activity Completion Report through the TMIS;
- f. Collect, file and prepare corresponding report on the status of PAFES activities;
- g. Collect, examine and ensure compliance and submission of liquidation of grants from PAFES proponents;
- h. Follow-up the submitted financial documents and comply, if found, any lacking documents appertaining thereto;
- i. Does other related duties as maybe directed by superiors;

Requesting Officer:  JAYVEE BRYAN G. CARILLO, PH.D. IMMEDIATE SUPERVISOR	Funds Availability:  GUIA D. REYES HEAD, BUDGET SECTION	Recommending  JAYVEE BRYAN G. CARILLO, PH.D. TC Superintendent I	Approved:  JOEY A. BELARMINO, PH.D. CENTER DIRECTOR
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