



REQUEST FOR JOB ORDER

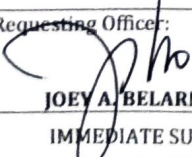

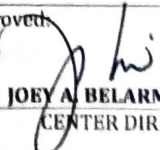
Requesting Office : OCD
Number of Position Requested : 1
Position for Job Order : Technical Support Staff IV
Salary/Compensation : P 20,754.00/month plus 20% premium
Period Covered : August 16, 2024 - December 31, 2024
Date Request : July 30, 2024

QUALIFICATIONS:

Educational Attainment: College Graduate, Agriculture related courses
Work Experience: At least 1 year relevant experience
Training: 8 hours relevant training
Eligibility: Not required, (preferably with CSC or Professional Eligibility)

DUTIES AND RESPONSIBILITIES:

- a. Take charge of the training and other related extension activities of CFIDP; and other banner programs of the Center where their services are in dire need;
- b. Develop relevant extension programs or projects and related extension modalities for the clientele and partners;
- c. Prepare Training Designs;
- d. Prepare communication letters and do follow up;
- e. Coordinate field activities to be conducted during the training;
- f. Serve as subject matter specialist/resource person;
- g. Coordinate with partner agencies in the implementation of the activity;
- h. Assist the focal on the establishment of coco-based learning sites;
- i. Ensure timely submission of work plans, outputs and other deliverables;
- j. Document and package/write articles related to CFIDP
- k. Provides information-related technical assistance to clientele and the center staff; and
- l. Assist in preparing, organizing and completion of financial documents (e.g. purchase requests, request for quotations, BAC summary, inspection and acceptance, purchase order, etc.)
- m. Prepare Training and other Activity Completion Report.
- n. Follow-up the submitted financial documents and comply, if found, any lacking documents appertaining thereto;
- o. Perform other official duties as may be called from time to time.
- p. Does other related duties as maybe directed by superiors;

Requesting Officer:  JOEY A. BELARMINO, PhD IMMEDIATE SUPERVISOR	Funds Availability:  GUIA D. REYES BUDGET OFFICER	Recommending ASSISTANT CENTER DIRECTOR	Approved:  JOEY A. BELARMINO, PhD CENTER DIRECTOR
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