



Republic of the Philippines  
Department of Agriculture

**AGRICULTURAL TRAINING INSTITUTE**  
**Regional Training Center III**

Gov't Complex, San Ramon, Dinalupihan, Bataan  
Contact Nos.: (047) 240-5035 | Email: atiregion3@ati.da.gov.ph & atiregion3@yahoo.com  
Satellite Office: Barangay Singalat, Palayan City, Nueva Ecija 3132 | Contact nos: (044) 950-9387  
Website: www.ati.da.gov.ph/ati-3; www.e-extension.gov.ph

**REQUEST FOR JOB ORDER**

Requesting Office : AFU  
Number of Position Requested : 1  
Position for Job Order : Administrative Support Staff II  
Salary/Compensation : SG 6, SSL 2019 Step 1  
Period Covered : October – December 2024  
Date Request : September 16, 2024

**QUALIFICATIONS:**

Educational Attainment: Graduate of any Business/Computer Course

Work Experience: none required, but preferred

Training: none is required, but preferred

Eligibility: none required, but preferred

**DUTIES AND RESPONSIBILITIES:**

Specific Tasks:

*Served as HRMO Assistant:*

1. Assists in all administrative functions of all HR Pillars;
2. Providing clerical and administrative support to AO IV;
3. Assists in the compiling and updating of employee records (hard and soft copies);
4. Assists in the coordination of HR Projects (meetings, surveys etc.) and take minutes;
5. Assists in the development and implementation of HR initiatives and systems;
6. Assists in the drafting and routing of various HR Communications;
7. Assists in the conduct of research for HR-related policies and benchmarking;
8. Performs of other related HR functions that may be assigned from time to time.

*Served as Budget Assistant:*

1. Report directly to the Administrative Officer IV and assist the Budget Officer in maintaining the budget records;
2. Assist the Budget Officer in the preparation of the financial and work plan of all projects of the Agency;
3. Assist in the Preparation Obligation Requests, vouchers, and other budgetary documents;
4. Assist in the coordination with the ATI CO Budget Office;
5. Conduct relevant research on applicable budgetary rules, regulations, and issuances and ensure proper dissemination of outputs and any recommendations; and
6. Perform other duties of a regular or special nature as may be assigned from time to time.

Requesting Officer:  CARLOS S. ROBERTO IMMEDIATE SUPERVISOR	Funds Availability:  GUIA D. REYES HEAD, BUDGET SECTION	Recommending:  (VACANT) TCS I	Approved:  JOEY A. BELARMINO, Ph.D. CENTER DIRECTOR
--	--	--	--

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