

Republic of the Philippines  
**AGRICULTURAL TRAINING INSTITUTE - RTC III**  
 Job Vacancies as of September 16, 2024

No.	Position Title (Parenthetical Title, if applicable)	No. of Vacancies	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Support Staff II (COS)	1	SG 6, SSL 2019	14,847.00	Graduate of Business or Computer Course	None Required, but relevant training may be advantage	Writing correspondences, activity and documentation, Assisting/facilitating consultation, training and other related activities, Assisting preparation and interpretation of report	None Required, but preferably CSC passer	Working knowledge of Microsoft Office Software applications	ATI-Region 3 (AFU)
	XXXXX Nothing Follows XXXXX									

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than Sept 24, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records; and
5. Letter of Intent.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JOEY A. BELARMINO, Ph.D.**  
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 Center Director/ TCS II  
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 ATI RTC III, Dinalupihan, Bataan  
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[rtc3.dcc@ati.da.gov.ph](mailto:rtc3.dcc@ati.da.gov.ph)/[atiregion3@ati.da.gov.ph](mailto:atiregion3@ati.da.gov.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**