



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
Regional Training Center III
Government Complex, San Ramon, Davao Region, 8110
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Satellite Office: Pangasinan, Palayan City, Nueva Ecija 3132 | Contact No. 0444-990-4381
Website: www.at.iad.gov.ph/atc3/ | www.d-a-extension.gov.ph/

REQUEST FOR JOB ORDER

Requesting Office : PAS
Number of Position Requested : 1
Position for Job Order : Technical Support Staff III
Salary/Compensation : SG 10(SSL2019, Step 1 ()) + 20% premium
Period Covered : September - December, 2024
Date Request : August 30, 2024

QUALIFICATIONS:

Educational Attainment: : Graduate of Agriculture or any related courses
Work Experience: : Not required
Training: : Not required
Eligibility: : Not required

DUTIES AND RESPONSIBILITIES:

- a. Implement and monitor the implementation of FLS Farmer level and prepare monitoring report;
- b. Facilitate the implementation of Swine Industry Recovery Program (SIRP);
- c. Develop relevant extension programs or projects and related extension modalities for the clientele and partners
- d. Prepare Training Designs; and conduct training;
- e. Prepare communication letter and do follow up;
- f. Coordinate field activities to be conducted during the training;
- g. Serve as subject matter specialist/ Resource Person
- h. Coordinate with partner agencies in the implementation of the activity
- i. Conduct benchmarking of and capacity building activities for Agricultural Extension Workers and farmer-beneficiaries;
- j. Assist the focal on the establishment of learning sites;
- i. Ensure timely submission of work plans, reports, outputs and other deliverables
- j. Provides commodity technology inputs to the training & extension interventions of the Center; and
- k. Performs other functions required by the immediate supervisor/Section Head/Directorate

Requesting Officer: REINALYN C. GULEN IMMEDIATE SUPERVISOR	Funds Availability: GUIA D. REYES Budget Officer	Recommending: CARLOS ROBERTO ADM	Approved: JOEY A. BELARMINO, Ph.D. CENTER DIRECTOR
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