



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

Regional Training Center III

Government Complex, San Ramon, Dinalupihan, Bataan 2110
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 Satellite Office: Barangay Singalat, Palayan City, Nueva Ecija 3132 | Contact No. (044)950-9387
 Website: www.ati.da.gov.ph/ati-3 ; www.e-extension.gov.ph

REQUEST FOR JOB ORDER

Requesting Office : Partnerships and Accreditation Section
 Number of Position Requested : 1
 Position for Job Order : Administrative Support Staff II
 Salary/Compensation : SG 6 (Php 14,847.00) + 20% premium
 Period Covered : October 16 - December, 2024
 Date Request : October 10, 2024

QUALIFICATIONS:

Educational Attainment: : Graduate of Agriculture
 Work Experience: : Not required
 Training: : Not required
 Eligibility: : Not required

DUTIES AND RESPONSIBILITIES:

1. Assist the in the conduct of training and other extension activities under the corn program;
2. Prepare, organize and filing of necessary documents (e.g. vouchers, training documents, etc.)
3. Prepare communication letters and do follow-up
4. Assist in monitoring of extension activities of Corn and other that may be assigned
5. Assist in the preparation of TOACR and narrative report;
6. Do other administrative activities as need arises
7. Perform other official duties as may be called from time to time.
8. 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 CARLO S. ROBERTO ADMINISTRATIVE OFFICER IV	Approved: JOEY A. BELARMINO, Ph.D. CENTER DIRECTOR
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