Announcing the vacant positions in the Agricultural Training Institute Region IV-A (ATI IV-A).

Following the CSC guidelines on recruitment, selection and placement procedures, the ATI shall apply national policies in Gender and Development, persons with disabilities, indigenous people and other related workforce diversity in accepting applications.

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 **May 27, 2022**:

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. Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph/)
3. Performance rating for the last rating period (if applicable)
4. Photocopy of certificate of eligibility/ rating/ license; and
5. Photocopy of Transcript of Records

Qualified applicants are advised to hand in or send through courier / email their application to:

**Rolando V. Maningas, PhD**OIC – Center Director
Agricultural Training Institute Region IV-A
Brgy. Lapidario, Trece Martires City, Cavite
email: atirtc4a@gmail.com

Applications with incomplete documents shall not be entertained.

Position **:** Administrative Aide VI
Salary : SG 6/Php 16,877.00 plus Php 2,000.00 PERA
Status of Employment : Permanent
Reporting line : Administrative Officer IV
Station : Administrative and Finance Unit
Place of Assignment : ATI IV-A, Brgy. Lapidario, Trece Martires City, Cavite
Application deadline : May 27, 2022

**Qualifications**
Education : Completion of two-year studies in college

Training : None required
Work Experience : None required
Eligibility : Career Service Sub-professional / First Level Eligibility

**Duties and Responsibilities**

1. Generally, perform encoding tasks of various administrative documents, training handouts and other training documents and forms, various accomplishment reports;
2. Composes routine letters and communications;
3. Records management;
4. Attends to inquiries and / or personal follow-up on official matters;
5. Assists in training if needed; and
6. Perform other related tasks assigned by the Immediate Supervisor and the Head of the Agency.

Position **:** Network Controller I
Salary : SG 8/Php 18,998.00 plus Php 2,000.00 PERA
Status of Employment : Permanent
Reporting line : Administrative Officer IV
Station : Administrative and Finance Unit
Place of Assignment : ATI IV-A, Brgy. Lapidario, Trece Martires City, Cavite
Application deadline : May 27, 2022

**Qualifications**
Education : Completion of two-year studies in college

Training : Four (4) hours relevant training
Work Experience : One (1) year of relevant experience
Eligibility : Career Service Sub-professional / First Level Eligibility

**Duties and Responsibilities**

1. Provides ICT/hardware Maintenance Services

2. Assists in the production of ICT-based materials.

3. Provides audio-visual services

4. Provides illustration services

1. Acts as Internet Administrator

Position **:** Training Specialist II
Salary : SG 15/Php 35,097.00 plus Php 2,000.00 PERA
Status of Employment : Permanent
Reporting line : Training Specialist III
Station : Career Development Management Services Section
Place of Assignment : ATI IV-A, Brgy. Lapidario, Trece Martires City, Cavite
Application deadline : May 27, 2022

**Qualifications**
Education : Bachelor’s Degree relevant to the job

Training : Four (4) hours of relevant training
Work Experience : One (1) year of relevant experience
Eligibility : Career Service Professional / Second Level Eligibility

**Duties and Responsibilities**

1. Conducts training needs analysis;
2. Develops training & extension curriculum, phased training programs;
3. Designs, conducts and manages training programs and other extension activities;
4. Facilitates logistic requirements for the conduct of training and other extension activities;
5. Prepares training completion reports;
6. Supervises ESP-conducted training and extension programs, where assigned;
7. Serves as resource person or subject matter specialist;
8. Acts as Focal Person; and
9. Performs other functions required by the Section Head/ Center Director.