

Republic of the Philippines  
**AGRICULTURAL TRAINING INSTITUTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the AGRICULTURAL TRAINING INSTITUTE in the CSC website:

  
**MILAGROS C. URBANO**  
HRMO

Date: January 10, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Training Specialist II	OSEC-DAB-TRNSP2-23-1998	15	35,097.00	Bachelor's degree relevant to the job	Four (4) hours of relevant trainig	One (1) year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Regional Training Center 8, VSU Compound, VISCA, Baybay City, Leyte
2	Administrative Officer IV	OSEC-DAB-ADOF4-95-2004	15	35,097.00	Bachelor's degree relevant to the job	Four (4) hours of relevant trainig	One (1) year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Regional Training Center 12, Felipe, Tantaran, South Cotabato
3	Administrative Officer III	OSEC-DAB-ADOF3-93-2004	14	32,321.00	Bachelor's degree relevant to the job	Four (4) hours of relevant trainig	One (1) year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
4	Administrative Officer II	OSEC-DAB-ADOF2-69-2014	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Regional Training Center 12, Felipe, Tantaran, South Cotabato
5	Administrative Assistant III	OSEC-DAB-ADAS3-47-2014	9	20,402.00	Completion of two (2) years studies in college	Four (4) hours of relevant trainig	One (1) year of relevant experience	Career Service Sub-Professional/First Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
6	Administrative Aide VI	OSEC-DAB-ADA6-192-2004	6	16,877.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/First Level Eligibility	N/A	Regional Training Center 2, San Mateo, Isabela

Interested and qualified applicants should signify their interest in writing. **Kindly indicate the plantilla item of the position being applied for.** Attach the following documents to the application letter and send to the address below not later than **January 23, 2023.**

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 in the last rating period (if applicable);
4. **Authenticated** 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:

  
\_\_\_\_\_  
**MILAGROS C. URBANO**  
\_\_\_\_\_  
OIC-HRMO, AFU-OD  
\_\_\_\_\_  
Elliptical Road, Diliman, Quezon City  
\_\_\_\_\_  
[hrmo.co@ati.da.gov.ph](mailto:hrmo.co@ati.da.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**