


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:

  
**MARISA O. GALGO**  
Head-HRMO, AFUOD

Date: **May 22, 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	Agriculturist II	OSEC-DAB-AG2-1077-1998	15	36,619.00	Bachelor's degree in Agriculture or other Allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
2	Accountant I	OSEC-DAB-A1-56-1998	12	29,165.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Regional Training Center II, Malasin, San Mateo, Isabela
3	Administrative Assistant II	OSEC-DAB-ADAS2-170-2004	8	19,744.00	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional/First Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
4	Network Controller I	OSEC-DAB-NETC1-63-2014	8	19,744.00	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional/First Level Eligibility	N/A	Regional Training Center 4B, Barcenaga, Naujan, Mindoro Oriental
5	Administrative Assistant I	OSEC-DAB-ADAS1-51-2004	7	18,620.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/First Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
6	Administrative Assistant I	OSEC-DAB-ADAS1-52-2014	7	18,620.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/First Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
7	Administrative Assistant I	OSEC-DAB-ADAS1-64-2014	7	18,620.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/First Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City

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 **June 2, 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:

  
**MARISA O. GALGO**  
Head, HRMO, AFUOD  
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.**