

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: June 5, 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	Information Officer II	OSEC-DAB-INFO2-11-1998	15	36,619.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	ATI Regional Training Center XI, Panabo City, Davao del Norte
2	Planning Officer I	OSEC-DAB-PL01-12-1998	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
3	Network Controller I	OSEC-DAB-NETC1-56-2014	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	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
4	Administrative Assistant I	OSEC-DAB-ADAS1-52-2004	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

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 16, 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;
2. Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at 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, AFU-OD
Elliptical Road, Diliman, Quezon City
hrmo.co@ati.da.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.