

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
HRMO

Date: December 19, 2024

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	Administrative Officer V	OSEC-DAB-ADOF5-87-2004	18	49,015.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/ Second level eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City (to be assigned in Budget Division)
2	Development Management Officer I	OSEC-DAB-DMO1-121-2014	11	28,512.00	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	Administrative Officer I	OSEC-DAB-ADOF1-75-2004	10	24,381.00	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 (to be assigned in Cashier's Unit)
4	Administrative Assistant II	OSEC-DAB-ADAS2-170-2004	8	20,534.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional/ First level eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City (to be assigned in Cashier's Unit)

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 **December 31, 2024**

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.