

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. GALDO
HRMO

Date: January 9, 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	Information Officer V	OSEC-DAB-INFO5-2-1998	24	90,078.00	Master's Degree OR Certificate in Leadership and Management from Civil Service Commission	Forty (40) hours of supervisory/management training/learning and development intervention	Four (4) years of supervisory and management experience	Career Service Professional/ Second Level Eligibility	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
2	Development Management Officer III	OSEC-DAB-DMO3-60-2014	18	46,725.00	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
3	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 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian)	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
4	Librarian II	OSEC-DAB-LIB2-53-2014	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	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
5	Development Management Officer II	OSEC-DAB-DMO2-62-2014	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	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
6	Agriculturist I	OSEC-DAB-AG1-118-2014	11	27,000.00	Bachelor's Degree in Agriculture or other Allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian)	N/A	National Capital Region (NCR) Elliptical Road, Diliman, Quezon City
7	Development Management Officer I	OSEC-DAB-DMO1-127-2014	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
8	Development Management Officer I	OSEC-DAB-DMO1-130-2014	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
9	Development Management Officer I	OSEC-DAB-DMO1-132-2014	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
10	Network Controller I	OSEC-DAB-NETC1-56-2014	8	19,744.00	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

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11	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
12	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
13	Administrative Assistant I	OSEC-DAB-ADAS1-63-2014	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
14	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 **January 22, 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.