

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**Regional Office No. IX**  
**FINANCE AND ADMINISTRATIVE SUPPORT SERVICES**  
**Human Resources Section**

**REQUISITION FOR EMPLOYEE**

POSITION TITLE: _____ Division: _____ Section: _____ Lab./Shop/Unit/Group: _____ C.Y. <b>2020</b> Item No.: _____ Level: _____ Rate: ₱ _____ /mo. ₱ _____ /yr.	
NATURE OF POSITION: New: _____ Replacement: _____ Person to be Replaced: _____	
NATURE OF EMPLOYMENT: Permanent: _____ Contract of Service: _____ Name of Project: _____ No. of Months Needed: _____	
EARLIEST STARTING DATE: _____	SEX: Male _____ Female _____ Either _____
DUTIES AND RESPONSIBILITIES (State briefly):      	
JUSTIFICATION FOR HIRING EMPLOYEE:	
EDUCATIONAL BACKGROUND:	
EXPERIENCE/TRAINING:	
COMPETENCY:	
REQUISITIONED BY:  _____	ENDORSED BY:  _____ ARD- _____
APPROVED BY: <b>MARTIN A. WEE</b> Regional Director	REMARKS
Approved RFE received by: _____ HRM Officer	REMARKS: (HRRMS)  RFE # _____