

Justin

Carla

FM-FAS-HRD-07-01
Rev 0/03-15-17

DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. 1
FINANCE AND ADMINISTRATIVE SERVICES
Human Resources Development

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>Project Asst. 1</u>	
Division: <u>Field Operation</u>	Section: <u>PSTC-1N</u> Lab/Shop/Unit/Group: _____
C.Y. 200 <u>2</u> Item No.: _____	Level: _____ Rate: <u>22,798</u> /mo. <u>2</u> /yr.
NATURE OF POSITION: New: _____ Replacement: <u>X</u> Person to be Replaced: <u>Wyeth Rens dela Cruz</u>	
NATURE OF EMPLOYMENT: Permanent: _____ Temporary: _____ Contractual: <u>✓</u> Name of Project: <u>Community Base Project</u> No. of Months Needed: <u>6</u>	
EARLIEST STARTING DATE: _____	SEX: _____ Male _____ Female _____ <u>Either</u> _____
DUTIES AND RESPONSIBILITIES (State briefly): <u>see attached</u>	
JUSTIFICATION FOR HIRING EMPLOYEE: <u>replacement of Ms. Wyeth Rens dela Cruz</u>	
EDUCATIONAL BACKGROUND: <u>Graduate of any 4 year courses</u>	
EXPERIENCE/TRAINING: <u>NA</u>	
TEST TO BE ADMINISTERED: _____	
APPLICANTS TO BE REFERRED TO: _____ _____ _____ for _____ _____ for _____ _____ for _____	
REQUISITIONED BY: <u>BENJAMIN S. MERCADO JR.</u>	ENDORSED BY: <u>Mr. DEOYHIBO LIBUNAO</u> Division Chief/PSTD/CM
APPROVED BY: <u>Dr. ARMANDO G. GANAL</u> REGIONAL DIRECTOR	REMARKS: _____
Approved RFE received by: _____ HRM Officer	REMARKS (HRRMS): _____ RFE #: _____



47715

DUTIES AND RESPONSIBILITIES (PAI)

- a. Identify firms for Technology Transfer Assistance: SETUP and community-based; prepare project proposals and other needed documents;
- b. Assist the beneficiaries of the approved projects in the acquisition of the approved S&T related equipment, execution of approved packaging and label design (if applicable) and secure copy of Official Receipts;
- c. Prepare communication letters and budget proposal and coordinate the conduct of identified Technology Training/Seminar and assist during the conduct of the said activity and prepare accomplishment report;
- d. Assist firms in the provision of packaging and labeling assistance;
- e. Identify firms to be provided with Technical Assistance and Consultancy Services (TACS). Prepare communication letters and budget proposal, coordinate and assist during the conduct of the said activities and in the preparation of reports;
- f. Conduct monthly monitoring of on-going projects and prepare monthly monitoring reports;
- g. Assist in the promotion of technologies from publicly funded R&D;
- h. Assist in providing support mechanism for startups, MSMEs, industries and others in the province;
- i. Assist in the preparation of Monthly Accomplishment Reports, Semi-Annual Status Reports and PIS of SETUP/GIA projects for the first semester, and other documents required by the office;
- j. Assist in regular cleaning and maintenance of office equipment and facilities;
- k. Perform all other technical functions relevant to the operations of the office;
- l. Perform other task as maybe assigned by higher authority from time to time;
- m. Keeps and updates records of the project.