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

REQUISITION FOR EMPLOYEE

POSITION TITLE: **PROJECT ASSISTANT II**

Division: **Technical Services**   Section: **RSTL**   Lab./Shop/Unit/Group: __Receiving__

C.Y. 20 **22** Item No.: _____ Level: _____ Rate: ₱_____ /mo. ₱_____ /yr.

NATURE OF POSITION:
New: _____
Replacement: _____   Person to be Replaced: _____

NATURE OF EMPLOYMENT:
Permanent: _____
Temporary: _____   Name of Project: _____   No. of Months Needed: _____
Contractual: **X**   Name of Project: _____   No. of Months Needed: **6**

EARLIEST STARTING DATE: | SEX:
July 04, 2022 | Male _____ Female _____ Either **X**

DUTIES AND RESPONSIBILITIES (State briefly):
a. Set-up, maintain and assist in the improvement of the Unified Laboratory Information Management System (ULIMS), including generation of detailed monthly accomplishment reports
b. Receiving of laboratory samples and assist laboratory clients.
d. Create and design annual reports, laboratory infographics and other promotional materials, execute social media campaigns for the laboratory, and manage the laboratory social media pages.
JUSTIFICATION FOR HIRING EMPLOYEE:

EDUCATIONAL BACKGROUND: **Graduate of Information Technology, Computer Science, Computer Engineering, or other related field**

EXPERIENCE/TRAINING: **Career Service Professional Eligibility or RA 1080 Experience in graphics design and programming is an advantage**

TEST TO BE ADMINISTERED:

APPLICANTS TO BE REFERRED TO:
_____ for _____
_____ for _____
_____ for _____

REQUISITIONED BY: ENDORSED BY:

LENA C. ROSARIO   **RACQUEL M. ESPIRITU**
                                            Division Chief/PSTD/CM 07/23

APPROVED BY: R E M A R K S

DR. ARMANDO Q. GANAL
REGIONAL DIRECTOR

Approved RFE received by: REMARKS: (HRRMS) | RFE #

HRM Officer