

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

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>CLERK I</u>	
Division: <u>FAS</u> Section: <u>FAS</u> Lab./Shop/Unit/Group: _____	
C.Y. 2021 Item No.: _____ Level: _____ Rate: <u>₱16,950.00</u> /mo. <u>₱ 203,400.00</u> /yr.	
NATURE OF POSITION: New: _____ Replacement: <u>X</u> Person to be Replaced: <u>Sheriel Mae Gapasin</u>	
NATURE OF EMPLOYMENT: Permanent: _____ Temporary: _____ Name of Project: _____ No. of Months Needed: _____ Contractual: <u>X</u> Name of Project: _____ No. of Months Needed: <u>2 1/2</u>	
EARLIEST STARTING DATE: November 16, 2022	SEX: Male _____ Female _____ <u>Either X</u>
DUTIES AND RESPONSIBILITIES (State briefly): Assist on clerical activities on Accounting and Budget Unit Responsible on journal entries for accounting transactions and checking of completeness of documents Safe keeping and data base maintenance of files, Budget and Accounting Office	
JUSTIFICATION FOR HIRING EMPLOYEE: For Budget and Accounting clerical activities.	
EDUCATIONAL BACKGROUND: Bachelor's degree preferably Major in Finance/Accounting	
EXPERIENCE/TRAINING: None required	
TEST TO BE ADMINISTERED: Interview and Written Exam	
APPLICANTS TO BE REFERRED TO: _____ for _____ _____ for _____ _____ for _____	
REQUISITIONED BY: <u>Manilyn L. Agra</u>	ENDORSED BY: <u>Atty. Jasmin C. Bañez</u> Division Chief/PSTD/CM
APPROVED BY: <u>Armando O. Ganad, PhD., CESO III</u> REGIONAL DIRECTOR <u>10/24</u>	REMARKS
Approved RFE received by: _____ HRM Officer	REMARKS: (HRRMS) _____ RFE # _____