





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

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>PROJECT TECHNICAL AIDE IV</u> Division: <u>ORD</u> Section: _____ Lab./Shop/Unit/Group: <u>ITSM Unit</u> C.Y. <u>2023</u> Item No.: <u>N/A</u> Level: <u>7</u> Rate: P21,479.0/mo		
NATURE OF POSITION: New: _____ Replacement: _____ Person to be Replaced: _____		
NATURE OF EMPLOYMENT: Permanent: _____ Temporary: _____ Name of Project: _____ No. of Months Needed: 6 Contractual: <input checked="" type="checkbox"/> Name of Project: _____ No. of Months Needed: _____		
EARLIEST STARTING DATE: 15 July 2023		SEX: Male _____ Female _____ <u>Either</u> <input checked="" type="checkbox"/>
DUTIES AND RESPONSIBILITIES (State briefly): 1. Multimedia Graphics Layout – create layout for System UI, posters, backdrops and AVPs. 2. Serve as maintenance officer for IT equipment. a. Ensure that the correction or restoration of I.T. equipment experiencing breakdown is carried out efficiently; b. ensure that all I.T. equipment are uniquely identified, have planned maintenance program and properly functioning; c. check and maintain computer units and its peripherals; d. back-up data and important files; e. does installation f. install softwares and other applications needed by staff.; 2. Provide technical assistance to employees.		
JUSTIFICATION FOR HIRING EMPLOYEE: Vacant position		
EDUCATIONAL BACKGROUND: Any ICT related courses (BS or Vocational)		
EXPERIENCE/ TRAINING: • Work Experience in hardware servicing and Multimedia Graphics layouting .		
TEST TO BE ADMINISTERED: Written and Practical Exam		
APPLICANTS TO BE REFERRED TO:		
REQUISITIONED BY:  MICHAEL JOHN C. MAQUILING Science Research Specialist II		ENDORSED BY:  RACQUEL M. ESPIRITU ARD for Technical Operation Services 07/03
APPROVED BY:  TERESITA A. TABAG, Ph.D, OIC-OFFICE OF THE REGIONAL DIRECTOR		REMARKS
Approved RFE received by:  ATTY. JASMIN C. BAÑEZ HRM Officer		REMARKS: (HRRMS) RFE # _____