

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

**REQUISITION FOR EMPLOYEE**

<b>POSITION TITLE:</b> <u>PROJECT ASSISTANT II</u>	
Division: FO/ PSTO La Union	
C.Y. 2024	Item No.: _____ Level: _____ Rate: ₱ _____ /mo. ₱ _____ /yr.
<b>NATURE OF POSITION:</b>	
New: <input checked="" type="checkbox"/> (New COS Staff for 2023)	
Replacement: _____ / _____ Person to be Replaced: <u>New COS Staff for 2023</u>	
<b>NATURE OF EMPLOYMENT:</b>	
Permanent: _____	Name of Project: _____ No. of Months Needed: _____
Temporary: _____	Name of Project: _____ No. of Months Needed: _____
Contractual: <input checked="" type="checkbox"/>	
<b>EARLIEST STARTING DATE:</b>	<b>SEX:</b>
JANUARY 16, 2023	Male _____ Female _____ Either <u>  </u> / <u>  </u>
<b>DUTIES AND RESPONSIBILITIES (State briefly):</b>	
Prepare project proposals, press releases, monitoring reports for SETUP, Trainings, Linkage and Network customer survey feedback and other activities • coordinate and facilitate trainings, meetings, seminars, workshops and linking activities of the PSTO LU • Perform and conduct technology promotion and dissemination activities for PSTO LU • Perform all other technical functions relevant to the operations of the office and other tasks assigned by the Provincial Director of PSTO	
<b>JUSTIFICATION FOR HIRING EMPLOYEE:</b> For PSTO La Union SETUP	
<b>EDUCATIONAL BACKGROUND:</b> Graduate of any Engineering based courses, Agriculture-based courses, BS Development Communication, BS Finance/Business Administration, BS Food Technology or Food Science; Other relevant courses	
<b>EXPERIENCE/TRAINING:</b> Not Required: Experience in Project coordination, writing is an advantage	
<b>TEST TO BE ADMINISTERED:</b> Interview and Written Exam	
<b>APPLICANTS TO BE REFERRED TO:</b>	
JMV _____	for _____ PSTO-LU _____
<b>REQUISITIONED BY:</b>	
<b>JONATHAN M. VIERNES</b>	<b>ENDORSED BY:</b>
PSTD	<b>ADELISA C. FLORENDO</b>
	OIC-ARD for FO
<b>APPROVED BY:</b>	
<b>ARMANDO O. GAYAL, PhD., CESO III</b>	<b>REMARKS:</b>
REGIONAL DIRECTOR	
Approved RFE received by: _____	RFE # _____
HRM Officer _____	