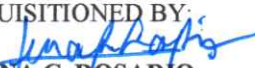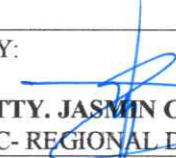**DEPARTMENT OF SCIENCE AND TECHNOLOGY**
Regional Office No. I
FINANCE AND ADMINISTRATIVE SERVICES
Human Resources Development

REQUISITION FOR EMPLOYEE

POSITION TITLE: __**PROJECT TECHNICAL ASSISTANT IV**__
Division: TSD/ RSTL/RML
C.Y. 2023 Item No.: _____ Level: _____ Rate: ₱ 37,584.00 /mo. ₱_____ /yr.

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

NATURE OF EMPLOYMENT:
    Permanent: _____
    Temporary: _____ Name of Project: _____ No. of Months Needed: _____
    Contractual: ___/____ Name of Project: _OneLab for TED___ No. of Months Needed: _____

EARLIEST STARTING DATE:	SEX:
February 01, 2023	Male ___/___ Female _____ Either _____

DUTIES AND RESPONSIBILITIES (State briefly):

- Implement the Quality Management System of ISO/IEC 17025, ISO 9001 and other accreditation, recognition and certification being maintained by the laboratory;
- Abide by all relevant policies, procedures, programs and systems to ensure effective implementation;
- Perform test and/or calibration on mass, volume, temperature, pressure and linear, evaluate result, sign calibration worksheets and calibration certificates;
- Assist in the administrative and technical operation of the metrology lab;
- Ensures that resources needed for Metrology Lab operations are of required quality;
- Perform other related metrology functions.
- Receives and release samples due for calibration;
- Operate ang maintain specific equipment used for the conduct of test/calibration;
- Checks/verifies results of test/calibration   performed by the other calibration engineer;
- Attests, by signature, to the validity of all Metrology Lab test/calibration certificates as Calibration Engineer,
- Ensures that metrology lab is properly maintained.

JUSTIFICATION FOR HIRING EMPLOYEE: For OneLab for TED Project Implementation (RML staff)

EDUCATIONAL BACKGROUND: Graduate of Bachelor's degree in Engineering/ Physics/ Instrumentation or other related science courses

EXPERIENCE/TRAINING: Not Required: Experience in Physical Calibration is an advantage

TEST TO BE ADMINISTERED: Interview

APPLICANTS TO BE REFERRED TO:
    _____BPS_____ for _____RSTL/RML_____

REQUISITIONED BY:	ENDORSED BY:
LENA C. ROSARIO SRS II	**RACQUEL M. ESPIRITU** ARD for TS

APPROVED BY:

    ATTY. JASMIN C. BAÑEZ
    OIC- REGIONAL DIRECTOR

R E M A R K S

Approved RFE received by:	REMARKS: (HRRMS)	RFE #
_____ HRM Officer		_____