

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

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>Project Administrative I</u>	
Division: <u>FAS</u>	Section: <u>HR Unit/Cash</u> Lab./Shop/Unit/Group: _____
C.Y. 200 ____	Item No.: _____ Level: _____ Rate: ₱ _____ /mo. ₱ _____ /yr.
NATURE OF POSITION:	
New: _____	Person to be Replaced: <u>Beverlyn Carhinez</u>
Replacement: _____	
NATURE OF EMPLOYMENT:	
Permanent: _____	Name of Project: _____ No. of Months Needed: _____
Temporary: _____	Name of Project: _____ No. of Months Needed: <u>6</u>
Contractual: <u>✓</u>	
EARLIEST STARTING DATE:	SEX:
<u>March 6, 2023</u>	Male _____ Female _____ Either <u>✓</u>
DUTIES AND RESPONSIBILITIES (State briefly):	
<ul style="list-style-type: none"> Processes Learning and Development requirements, serves as secretariat during FAS meetings, sorts DV's + attachment, assists in the other systems of the PRIME-HRM, + Cashioning 	
JUSTIFICATION FOR HIRING EMPLOYEE: <u>To maintain certification of PRIME-HRM</u>	
EDUCATIONAL BACKGROUND: <u>Accounting or BSBA graduate</u>	
EXPERIENCE/TRAINING: <u>HR / cashioning</u>	
TEST TO BE ADMINISTERED:	
APPLICANTS TO BE REFERRED TO:	
_____	for _____
_____	for _____
_____	for _____
REQUISITIONED BY:	ENDORSED BY:
<u>JASMIN C. BARTER</u>	_____
	Division Chief/PSTD/CM
APPROVED BY:	REMARKS
<u>TERESITA A. TABAOG</u>	
<u>OIC-REGIONAL DIRECTOR</u>	
Approved RFE received by:	REMARKS: (HRRMS)
<u>HRM Officer</u>	
	RFE # _____

ASD-1205