

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

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>PROJECT ASSISTANT I</u>	
Division: <u>FO/ PSTO La Union</u>	
C.Y. <u>2023</u> Item No.: _____	Level: _____ Rate: <u>2</u> /mo. <u>2</u> /yr.
NATURE OF POSITION:	
New: <u>✓</u> (New COS Staff for 2023)	
Replacement: _____ / _____ Person to be Replaced: <u>New COS Staff for 2023</u>	
NATURE OF EMPLOYMENT:	
Permanent: _____	No. of Months Needed: _____
Temporary: _____	Name of Project: _____
Contractual: <u>✓</u>	Name of Project: _____ No. of Months Needed: _____
EARLIEST STARTING DATE:	SEX:
<u>JANUARY 16, 2023</u>	Male _____ Female _____ Either <u> </u> / <u> </u>
DUTIES AND RESPONSIBILITIES (State briefly):	
Prepare project proposals, press releases, monitoring reports for GIA and 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	
JUSTIFICATION FOR HIRING EMPLOYEE: For PSTO La Union GIA	
EDUCATIONAL BACKGROUND: 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	
EXPERIENCE/TRAINING: Not Required: Experience in Project coordination, writing is an advantage	
TEST TO BE ADMINISTERED: Interview and Written Exam	
APPLICANTS TO BE REFERRED TO:	
_____ JMV _____ for _____ PSTO-LU	
REQUISITIONED BY:	ENDORSED BY:
<u>JONATHAN M. VIERNES</u>	<u>ADELISA C. FLORENDO</u>
PSTD	OIC-ARD for FO
APPROVED BY:	
<u>ARMANDO O. GARCIA, PhD., CESO III</u>	REMARKS
REGIONAL DIRECTOR	
Approved RFE received by: _____	REMARKS: (HRRMS)
HRM Officer _____	RFE # _____