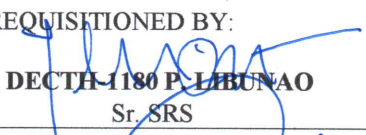
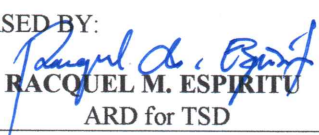
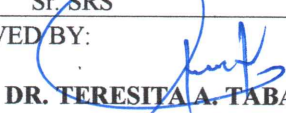


**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**Regional Office No. I**  
**FINANCE AND ADMINISTRATIVE SERVICES**  
**Human Resources Development**

**REQUISITION FOR EMPLOYEE**

<b>POSITION TITLE: <u>PROJECT TECHNICAL ASSISTANT II</u></b> Division: TSD/Halal Project C.Y. 2021 Item No.: <u>1</u> Level: _____ Rate: <u>₱32,400.00/mo. ₱ 388,800.00/yr.</u>	
<b>NATURE OF POSITION:</b> New: _____ Replacement: _____ / _____ Person to be Replaced: <u>JARA G. ACOON-HADJINASIF</u>	
<b>NATURE OF EMPLOYMENT:</b> Permanent: _____ Temporary: _____ Contractual: _____ / _____ Name of Project: _____ No. of Months Needed: _____ Name of Project: <u>Halal ReDI Project</u> No. of Months Needed: <u>7mos.</u>	
<b>EARLIEST STARTING DATE:</b> June 1, 2023	<b>SEX:</b> Male _____ Female _____ / _____ Either _____
<b>DUTIES AND RESPONSIBILITIES (State briefly):</b> (1) Responsible for field coordination, comprehensive data gathering, and processing of information gathered, meetings, training, and/or seminars, and other related activities under the DOST Halal ReDI Tourism Program; (2) Prepares monitoring, financial, accomplishment, and other related reports in Halal Project; Facilitate submission of needed documents required by the lead implementing agency; (3) Provide assistance in development and deployment of training modules on Halal tourism; (4) Conduct training/seminars and/or onsite assessment of tourism establishments and enterprises; (5) Provide technical consultancy services on Halal; and (6) Perform other related technical functions related to office operations.	
<b>JUSTIFICATION FOR HIRING EMPLOYEE:</b> For Halal Project Implementation	
<b>EDUCATIONAL BACKGROUND:</b> BS Food Technology of Food Science	
<b>EXPERIENCE/TRAINING:</b> Not Required.	
<b>TEST TO BE ADMINISTERED:</b> Interview and Written Exam	
<b>APPLICANTS TO BE REFERRED TO:</b> <u>DPL for Halal Project</u>	
<b>REQUISITIONED BY:</b>  <b>DECTH-1180 P. LIBUNAO</b> Sr. SRS	<b>ENDORSED BY:</b>  <b>RACQUEL M. ESPIRITU</b> ARD for TSD
<b>APPROVED BY:</b>  <b>DR. TERESITA A. TABAOG</b> OIC, OFFICE OF THE REGIONAL DIRECTOR	<b>REMARKS</b>
Approved RFE received by: _____ HRM Officer	REMARKS: (HRRMS) _____ RFE # _____