


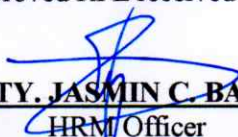


DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. I
FINANCE AND ADMINISTRATIVE SERVICES
Human Resources Development

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>Project Assistant II</u>	
Division: <u>FO</u> Section: <u>RDILPMC</u> Lab./Shop/Unit/Group: _____	
C.Y. 2002 Item No.: _____ Level: _____ Rate: ₱ 26, 628.00/mo. ₱ _____/yr.	
NATURE OF POSITION: New: _____ Replacement: <u>Maura Andrea Ortega</u> Person to be Replaced: _____	
NATURE OF EMPLOYMENT: Permanent: _____ Temporary: _____ Name of Project: _____ No. of Months Needed: _____ Contractual: <u>/</u> Name of Project: _____ No. of Months Needed: <u>6</u>	
EARLIEST STARTING DATE: <u>1 JULY 2022</u>	SEX: <u>Male</u> <u>Female</u> <u>Either</u> <u>/</u>
DUTIES AND RESPONSIBILITIES (State briefly): 1. Conduct the adoption of an Information System for the R&D environment in Region 1. 2. Assist in the establishment of the International Linkages 3. Conduct all promotional activities including, but not limited to, the following: *NSTW Activities *Quarterly Webinars * Press Releases as a member of the media core *Technology Postings 4. Perform other tasks that may be assigned from time to time.	
JUSTIFICATION FOR HIRING EMPLOYEE:	
EDUCATIONAL BACKGROUND: <u>Graduate of a bachelor's degree relevant to the job</u>	
EXPERIENCE/TRAINING: <u>None required</u>	
TEST TO BE ADMINISTERED:	
APPLICANTS TO BE REFERRED TO: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ _____ _____ </div> <div style="width: 10%; text-align: center;"> for for for </div> <div style="width: 45%;"> _____ _____ _____ </div> </div>	

REQUISITIONED BY:		ENDORSED BY:	
 <u>ANNALIE L. ROSALES</u> Head, RDILPMC		 <u>MR. DECTH-1180 P. LIBUNAO</u> OIC - Field Operations	
APPROVED BY:		REMARKS	
 <u>DR. ARMANDO Q. GANAL</u> Regional Director			
Approved RFE received by:		REMARKS: (HRRMS)	RFE #
 <u>ATTY. JASMIN C. BAÑEZ</u> HRM Officer			