

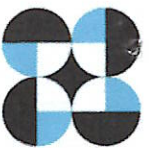
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
Regional Office No. 1  
FINANCE AND ADMINISTRATIVE SERVICES  
Human Resources Development

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>Project Assistant I</u>	
Division: <u>Technical Services</u>	Section: <u>S&amp;T Promo</u>
C.Y. 20 <u>23</u>	Item No: <u>one (1)</u>
Level: _____	Rate: P <u>23,798.00</u> /mo. P _____/yr
NATURE OF POSITION: New: <input checked="" type="checkbox"/> Replacement: _____	
Person to be Replaced: _____	
NATURE OF EMPLOYMENT: Permanent: _____ Temporary: _____ Contractual: <input checked="" type="checkbox"/>	
Name of Project: _____	No. of Months Needed: _____
Name of Project: <u>S&amp;T Promotion, Info and Advocacy</u>	No. of Months Needed: <u>six (6)</u>
EARLIEST STARTING DATE: <u>January 3, 2023</u>	SEX: Male _____ Female _____ Either <input checked="" type="checkbox"/>
DUTIES AND RESPONSIBILITIES (State briefly): <u>see attached</u>	
JUSTIFICATION FOR HIRING EMPLOYEE: <u>To address Outcome 3 and Foster STI culture in Region 1</u>	
EDUCATIONAL BACKGROUND: <u>see attached</u>	
EXPERIENCE/TRAINING: <u>see attached</u>	
TEST TO BE ADMINISTERED: _____	
APPLICANTS TO BE REFERRED TO: for _____ for _____ for _____	
REQUISITIONED BY: <u>Ramond A. Espinosa</u>	ENDORSED BY: <u>Ramond A. Espinosa</u>
APPROVED BY: <u>[Signature]</u>	REMARKS
REGIONAL DIRECTOR	Division Chief/PS/ID/CM
Approved Ref: _____	REMARKS (HRMS)
HRM Chief	REF # _____



4554



**JOB VACANCY (URGENT)**

<b>Position Title</b>	Project Assistant I (Contract of Service)
<b>Monthly Salary</b>	Php 22,798.00
<b>Place of Assignment</b>	Regional Office (Regional S&T Promotion Program Center - Technical Services Division)
<b>Duration</b>	January to June 2023
<b>No. of Vacancy</b>	One (1)
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree relevant to the job</li><li>• Ability to liaise with multi-sectoral stakeholders</li><li>• Has initiative and can work under pressure</li><li>• Adept attention to details with minimal supervision</li><li>• Must satisfy core competency requirements as follows:<ul style="list-style-type: none"><li>- Exemplifying integrity</li><li>- Delivering service excellence</li><li>- Teamwork</li><li>- Innovation</li></ul></li></ul>
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	None required
<b>Job description</b>	<ul style="list-style-type: none"><li>• Prepare workplan and monthly/quarterly/semestral/annual monitoring report for the Regional S&amp;T Promotion Program Center</li><li>• Prepare and facilitate review and submission of press release/s for DOST Report</li><li>• Prepare and submit monitoring report on DOST-1's engagements to the weekly DOST Report</li><li>• Invite resource person/s for the weekly program, Tekno PreSyensya</li><li>• Prepare and facilitate program flow and script and act as anchor for Tekno PreSyensya</li><li>• Spearhead conduct of activities to promote/advocate DOST funded and generated technologies to the public through interviews and press conferences</li><li>• Prepare press releases/messages/speeches for reports and quad-media publications</li><li>• Prepare information, education, and communication (IEC) materials of DOST-1 programs, projects, and activities (PPAs)</li><li>• Review and facilitate publication of 2022 DOST-1 Annual Report</li><li>• Review press releases submitted by DOST-1 Media Core members</li><li>• Manage/update DOST-1 social media accounts (FB, twitter, YT)</li><li>• Provide DOST-1 publications relevant to NEDA Knowledge Center and DTI Negosyo Center</li><li>• Prepare training proposal to capacitate DOST-1 Media Core members through seminars/trainings</li><li>• Provide S&amp;T information, referral, and other pertinent services to stakeholders</li><li>• Represent DOST-1 in all media affairs, activities, and regional working committees</li></ul>

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CORE  
VALUES

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