

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

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>Project Assistant II</u>	
Division: <u>FO</u>	Section: <u>PSTC-IS</u> Lab./Shop/Unit/Group: <u>Candon Field Office</u>
C.Y. 2021 Item No.: _____	Level: _____ Rate: <u>P 26,628.00</u> /mo. <u>P319,536.00/yr.</u>
NATURE OF POSITION:	
New: _____	Person to be Replaced: <u>Junalyn Dasugo</u>
Replacement: <u>X</u>	
NATURE OF EMPLOYMENT:	
Permanent: _____	Name of Project: _____ No. of Months Needed: _____
Temporary: _____	Contractual/COS: _____ / Name of Project: <u>SETUP</u> No. of Months Needed: <u>6months</u>
EARLIEST STARTING DATE: _____	
SEX: Male _____ Female _____ Either <u>x</u>	
<u>July 15, 2022</u>	
DUTIES AND RESPONSIBILITIES (State briefly):	
<ul style="list-style-type: none"> - Identification of MSMEs eligible for SETUP - Undertake TNA and prepare reports thereof - Facilitate Trainings, consultancy, and advocacy/promotion activities - Prepare proposals and other documentary requirements needed for proposal approval - do other related works that may be given by higher authority from time to time 	
JUSTIFICATION FOR HIRING EMPLOYEE:	
- replacement	
EDUCATIONAL BACKGROUND:	
- Graduate of Bachelor's Degree in Entrepreneurship, Agri-business, AgEcon, and other related fields	
EXPERIENCE/TRAINING:	
- with experience in managing project (approval to implementation) is an advantage	
TEST TO BE ADMINISTERED:	
- Written exam	
APPLICANTS TO BE REFERRED TO:	
_____	for _____
_____	for _____
_____	for _____
REQUISITIONED BY:	ENDORSED BY:
<u>JORDAN D. ABAD</u> OIC, PSTC-IS	<u>DECTH/IS/IBUNAO</u> OIC, FO
APPROVED BY:	REMARKS
<u>Dr. ARMANDO O. CANAL</u> REGIONAL DIRECTOR	
Approved RFE received by:	REMARKS: (HRRMS)
<u>Atty. Jasmin C. Bañez</u> ARD-FAS and HRM Officer	RFE # _____