

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

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>SCIENCE AIDE</u>	
Division: <u>FO/ PSTO La Union/MEIC</u>	
C.Y. 2023	Item No.: _____ Level: _____ Rate: <u>P 17,992</u> /mo. <u>P</u> /yr.
NATURE OF POSITION: New: <input checked="" type="checkbox"/> (New COS Staff for 2023) 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: _____ No. of Months Needed: _____	
EARLIEST STARTING DATE: JANUARY 16, 2023	SEX: Male <input type="checkbox"/> Female <input type="checkbox"/> Either <input type="checkbox"/> / _____
DUTIES AND RESPONSIBILITIES (State briefly): Perform tasks and activities of MEIC involving the use of TIG, MIG, SMAW welding, Machining Equipment, CNC and other relative equipment for fabrication of machineries; Prepare press releases and monitoring reports; coordinate with DOST, DMMMSU and other stakeholders for activities and undertakings for the implementation of Metals and Engineering Activities; Perform all other technical functions relevant to the operations of the office and other tasks assigned by the MEIC Program Coordinator and Provincial Director of PSTO	
JUSTIFICATION FOR HIRING EMPLOYEE: For PSTO La Union MEIC	
EDUCATIONAL BACKGROUND: Under graduate of any Engineering and Technology based courses, Other relevant skills in welding and machining	
EXPERIENCE/TRAINING: Not Required: Experience in welding and machining, writing is an advantage	
TEST TO BE ADMINISTERED: Interview	
APPLICANTS TO BE REFERRED TO: _____ JMV for _____ PSTO-LU-MEIC	
REQUISITIONED BY: JONATHAN M. VIERNES PSTD	ENDORSED BY: ADELISA C. FLORENDO OIC-ARD for FO
APPROVED BY: ARMANDO Q. GANAL, PhD., CESO III REGIONAL DIRECTOR	
Approved RFE received by: _____ REMARKS: (HRRMS)	RFE # _____
HRM Officer _____	