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

REQUISITION FOR EMPLOYEE

			HRM Officer
	RFE#	by: REMARKS: (HRRMS)	Approved RFE received by:
		ARMANDO O. GANAL, PhD., CESO III REGIONAL DIRECTOR	ARMANDO O'GA REGIONAL
	REMARKS		APPROVED BY:
Ø0	ADELISA C. PLORENDO OIC-ARD for FO		JONATHAN M. VIERNES PSTD
	ED BY:	ENDORSED BY:	REQUISITIONED BY:
	PSTO-LU	(EFERRED TO: JMV for	APPLICANTS TO BE REFERRED TO
		TEST TO BE ADMINISTERED: Interview and Written Exam	TEST TO BE ADMINIS
is an advantage	et coordination, writing	EXPERIENCE/TRAINING: Not Required: Experience in Project coordination, writing is an advantage	EXPERIENCE/TRAINII
ulture-based ood Technology or	ng based courses, Agricuss Administration, BS Fo	EDUCATIONAL BACKGROUND: Graduate of any Engineering based courses, Agriculture-based courses; BS Development Communication, BS Finance/Business Administration, BS Food Technology or Food Science; Other relevant courges	EDUCATIONAL BACKGROUND: courses; BS Development Communic Food Science; Other relevant courses
	Inion SETUP	JUSTIFICATION FOR HIRING EMPLOYEE: For PSTO La Union SETUP	JUSTIFICATION FOR I
rage and Network ngs, seminars, romotion and the operations of	SETUP, Trainings, Link acilitate trainings, meeting acilitate trainings, meeting and conduct technology per cal functions relevant to PSTO	DUTIES AND RESPONSIBILITIES (State briefly): Prepare project proposals, press releases, monitoring reports for SETUP, Trainings, Linkage and Network customer survey feedback and other activities • coordinate and facilitate trainings, meetings, seminars, workshops and linkaging activities of the PSTO LU • Perform and conduct technology promotion and dissemination activities for PSTO LU • Perform all other technical functions relevant to the operations of the office and other tasks assigned by the Provincial Director of PSTO	DUTIES AND RESPON Prepare project proposals customer survey feedbac workshops and linkaging dissemination activities f the office and other tasks
her _/	Female <u>Either</u>	JANUARY 16, 2023 Male	JANU
		DATE: SEX:	EARLIEST STARTING DATE
No. of Months Needed:	No. of Mor	MENT: Name of Project: Name of Project:	NATURE OF EMPLOYMENT: Permanent: Temporary: Contractual:
53	for 2023) Person to be Replaced: New COS Staff for 2023	w COS Staff (NATURE OF POSITION: New: (Ne Replacement:
/yr	/mo. <u>B</u>	Level: Rate: 2	C.Y. 2021 Item No.:
		PROJECT ASSISTANT II	POSITION TITLE: