- Justing

FM-FAS-HRO-07-01 Rev 0/03-16-17

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

REQUISITION FOR EMPLOYEE

POSITION TITLE: Pr	oject Asst.				-
Division Field Operation	Section PSTC-1 N	Lab /Shop/Ur	nt/Group:	and the state of the	
C.Y. 200 2 liem No.:	Level	Rate: 2 2	Rate: ₽ 22,798 /mo. ₽ /vr.		
NATURE OF POSITION		orsand and out (makelorse planet this - defines dental appearing an error or o	i kapana dan maningsi yang madapuni sili mani mada da mbiri suntan madana i mbala	er i sam samuel gener sen melikan semen i sakerak sakarah menjalan persekan berakan berakan berakan	Province risks
Replacement	X	Person to	he Replaced: W	geth Rens d	e Is Cr
NATURE OF EMPLOYMEN	1	alangga saran dari kanada pigara dari kanada saran dari dari dari dari dari dari dari dari		e kantan panggantan ya kilapa malah mpanget ali un sajarunan saurit ya kina kambuntu	eath Calonia
Permaient	Name of Project:		No of Mont	hs Needed	
Contractual	Name of Project	Community Bo	w No. of Mont	hs Needed 6	
FARLIEST STARTING DATE	E: S	EX Male	Fanalc	Either	-
DUTTES AND RESPONSIBIL	ITIES (State briefly)		en australitären gementallangen eget jonel, mehr selv stor spineten sölle lättere er söllefalte er	carbonina galapateri etti. Loin alletele talounin eni ener ener ener elementi etti etti etti etti etti etti et	AT, resident
see attached					
JUSTIFICATION FOR HIRIN	G EMPLOYEE:	A 1.1	0		
replacement	of Ms. Wyeth	icens de la	443	antegeris de la grande en la materia la marca de la materia de la materia de la materia de la materia de la ma	gradusta.
EDUCATIONAL BACKGRO	of any 4 ye	at COUTSES			
EXPERIENCE/TRAINING			and the second s		The second second
TEST TO BE ADMINISTERE	D	generale er segt erkegengir framste engent til til segenere i i mille det mellemer etterette	agus a cinid a uu alka aggid dala. Manay ank arago a cinid a cinid a cinid a facalle cinid a cinid a	eta titulari ini salah kalandarah kara penamalarah ini salah salah kepada perusi sari di salah	
APPLICANTS TO BE REFER	RED TO:	alvanianie – "was, ar i jeur darptologije vinger venere darit te serve observace		ti virinandina (- maritama) (film) virinanga (film) (milanga	
		for for	eracum un grapular caracitante de la companya de l	er oliver i madeura diffi disability of the orientation management from the order of the most	
2 (- May , Magaziniyaha - A) (A) (A) (A) (A) (A) (A) (A)	entre les la laborar y a representat de la laborar en controlonido de la laborar entre la laborar entre del la	for		ha numa selectivo se interes em processul despetinto primite especialistic	
is yes also properties and a second s	an ang aga lagungan an galagan aka ang makala an kabahari abahari panalah makahiri mebelah bina balaga bina ma Banggang agas ang akang akang mang mang-akang mangrapatan kalangan abahari kabahari ang kababan balan balan ma			AA	ober to the
REQUISITIONED BY CONTROL	_	NDORSED BY	70115	$\mathcal{U}\setminus$	
BENJAMIH S. ME	RCADO JR.	Mr.	DECYMINO Division Chief P	LIBUHAO STD/CM	
APPROVED BY Ot. ARMS REGIONAL DE	ELLENAL CONTRACTOR	REMA	eranati " a sagli da la sajany interakente ar qui cal antigra « » - i da a " i montro della signa i mitro a		
Approved RFE received by	REMARKS (HRR	MS)	RFE#	and a subsection of the date of the subsection o	
LIRM Officer	and the second s				
the second of the contract of the second of the second of the contract of the contract of the second	and the second statements to engine state a constability in the second in the second statement and a second	The state of the s			



DUTIES ND RESPONSIBILITIES (PAL)

- a. Identify firms for Technology Transfer Assistance: SETUP and community-based; prepare project proposals and other needed documents:
- Assist the beneficiaries of the approved projects in the acquisition of the approved S&T related equipment, execution of approved packaging and label design (if applicable) and secure copy of Official Receipts;
- c. Prepare communication letters and budget proposal and coordinate the conduct of identified Technology Training/Seminar and assist during the conduct of the said activity and prepare accomplishment report;
- d. Assist firms in the provision of packaging and labeling assistance;
- e. Identify firms to be provided with Technical Assistance and Consultancy Services (TACS). Prepare communication letters and budget proposal, coordinate and assist during the conduct of the said activities and in the preparation of reports;
- Conduct monthly monitoring of on-going projects and prepare monthly monitoring reports;
- g. Assist in the promotion of technologies from publicly funded R&D;
- h. Assist in providing support mechanism for startups, MSMEs, industries and others in the province;
- Assist in the preparation of Monthly Accomplishment Reports, Semi-Annual Status Reports and PIS of SETUP/GIA projects for the first semester, and other documents required by the office;
- Assist in regular cleaning and maintenance of office equipment and facilities;
- Perform all other technical functions relevant to the operations of the office;
- Perform other task as maybe assigned by higher authority from time to time,
- m. Keeps and updates records of the project.