

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

REQUISITION FOR EMPLOYEE

POSITION TITLE: <u>Project Assistant II (PAII)</u>	
Division: <u>FD</u>	Section: <u>CEST</u> Lab./Shop/Unit/Group: <u>Project Management</u>
C.Y. 200 <u> </u> Item No.: <u> </u>	Level: <u> </u> Rate: ₱ <u> </u> /mo. ₱ <u> </u> /yr.
NATURE OF POSITION:	
New: <u> </u> Replacement: <u> </u> Person to be Replaced: <u>Rinzelle Hernandez</u>	
NATURE OF EMPLOYMENT:	
Permanent: <u> </u> Temporary: <u> </u> Name of Project: <u> </u> No. of Months Needed: <u> </u> Contractual: <u> </u> Name of Project: <u>CEST</u> No. of Months Needed: <u>6</u>	
EARLIEST STARTING DATE:	SEX:
<u>JULY 2022</u>	Male <u> </u> Female <u> </u> Either <u> </u>
DUTIES AND RESPONSIBILITIES (State briefly): <u>CEST project management - monitoring and evaluation of CEST targets and accomplishment</u> <u>- Facilitate the review and approval of proposals and activity design.</u> <u>- Perform technical functions relevant to the operation of CEST program.</u>	
JUSTIFICATION FOR HIRING EMPLOYEE: <u>Attainment of CEST targets/objectives, distribution of task, thus increase in productivity.</u>	
EDUCATIONAL BACKGROUND: <u>BS Community Development,</u> <u>BS Development Communication, BS Agri and Biosystems Engineering, and BS degree relevant to the job.</u>	
EXPERIENCE/TRAINING: <u>4 years relevant training/field work</u>	
TEST TO BE ADMINISTERED: <u>theoretical and interview</u>	
APPLICANTS TO BE REFERRED TO:	
<u>DECTA ROP. LIBUNDO</u>	for <u>CEST program</u>
<u> </u>	for <u> </u>
<u> </u>	for <u> </u>
REQUISITIONED BY:	ENDORSED BY:
<u>DECTA ROP. LIBUNDO, CSR</u>	<u>DECTA ROP. LIBUNDO</u> <u>OK - FD / CEST project leader</u> Division Chief/PSTD/CM
APPROVED BY:	REMARKS
<u> </u> REGIONAL DIRECTOR	
Approved RFE received by:	REMARKS: (HRRMS)
<u> </u> HRM Officer	RFE # <u> </u>