
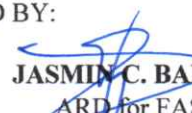
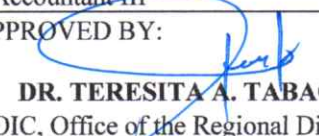
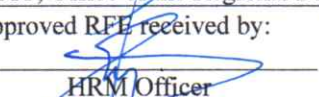


DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. I
FINANCE AND ADMINISTRATIVE SERVICES
Human Resources Development

REQUISITION FOR EMPLOYEE

POSITION TITLE: PROJECT ADMINISTRATIVE I	
Division: FAS	
C.Y. 2023 Item No.: _____ Level: _____ Rate: ₱ 17,992.00 /mo. ₱ 215,904.00 /yr.	
NATURE OF POSITION: New: _____ Replacement: _____ / _____ Person to be Replaced: DANICA T. VERDILLO	
NATURE OF EMPLOYMENT: Permanent: _____ Temporary: _____ Name of Project: _____ No. of Months Needed: _____ Contractual: _____ / _____ Name of Project: _____ No. of Months Needed: <u>7</u>	
EARLIEST STARTING DATE: May 16, 2023	SEX: Male _____ Female _____ <u>Either</u> / _____
DUTIES AND RESPONSIBILITIES (State briefly): Responsible for journalizing the daily disbursements, reconciliation of payable and receivable accounts, follow up to end users the lacking of documents and safe keeping of accounting files and records.	
JUSTIFICATION FOR HIRING EMPLOYEE: Accounting support staff	
EDUCATIONAL BACKGROUND: BS Accountancy	
EXPERIENCE/TRAINING: Not Required	
TEST TO BE ADMINISTERED: Interview and Written Exam	
APPLICANTS TO BE REFERRED TO: _____ for _____	
REQUISITIONED BY:  MANILYN L. AGTA Accountant III	ENDORSED BY:  JASMIN C. BAÑEZ ARD for FAS
APPROVED BY:  DR. TERESITA A. TABAOG OIC, Office of the Regional Director	REMARKS
Approved RFE received by:  HRM Officer	REMARKS: (HRRMS) RFE # _____