

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

REQUISITION FOR EMPLOYEE

POSITION TITLE: PROJECT TECHNICAL ASSISTANT I	
Division: FIELD OPERATIONS Section: _____ Lab./Shop/Unit/Group: R&D	
C.Y. 2023 Item No.: _____ Level: _____ Rate: ₱ 26,628.00 /mo. ₱ 27,811.00 /yr.	
NATURE OF POSITION: New: _____ Replacement: <u> / </u> Person to be Replaced: XYLA LIELLE S. CAVE	
NATURE OF EMPLOYMENT: Permanent: _____ Temporary: _____ Name of Project: _____ No. of Months Needed: _____ Contractual: <u> / </u> Name of Project: _____ No. of Months Needed: _____	
EARLIEST STARTING DATE: JULY 16, 2023	SEX: Male _____ Female _____ Either <u> / </u>
DUTIES AND RESPONSIBILITIES (State briefly): <ul style="list-style-type: none"> •During special calls, conduct evaluation session of research and development proposals for stakeholders in the region in preparation for the DOST CY 2023/24/25 Call for Proposals; •Conduct survey on the R&D environment in the region; •Act as one of the secretariats of the Regional R&D and Innovation Council of the Region (RRDIC) in coordination with National Economic and Development Agency Regional Office 1 (NEDA); •As assigned member of the DOST media core, write press releases and promotional materials for the units' events; •Conduct a webinar or promotional activities •Conduct TechTalk Activity, to promote DOST-developed or supported technologies; •Monitor R&D Projects in the region in coordination with the DOST Councils and R&D Institutions. •Coordinate in all the sub-programs of the S4CP Programs concerning the RDILPMC; •Collect and monitor data needed for the assigned outcomes in BSC 2023; •Attend trainings necessary for the accomplishment of tasks; and •Perform other tasks that may be assigned from time to time. 	
JUSTIFICATION FOR HIRING EMPLOYEE:	
EDUCATIONAL BACKGROUND: 1. Bachelor's degree, preferably STEM background	
EXPERIENCE/TRAINING: 1. Experience in Data Analysis and Management 2. Experience in project management	
TEST TO BE ADMINISTERED:	
APPLICANTS TO BE REFERRED TO: <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>for _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>for _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>for _____</div> </div>	

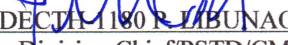
Received: 07/05/23
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REQUISITIONED BY:


ANNALIE L. ROSALES
RDII/PMC Unit Head

ENDORSED BY:


DECTH-1180 R. J. BUNAO
Division Chief/PSTD/CM

APPROVED BY:


DR. TERESITA A. TABAOG
OIC – OFFICE OF THE REGIONAL DIRECTOR

REMARKS

Approved RFE received by:

REMARKS: (HRRMS)

RFE #



HRM Officer