

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

**REQUISITION FOR EMPLOYEE**

POSITION TITLE: <b>PROJECT ASSISTANT II</b>	
Division: FO/ CEST	
C.Y. 2023	Item No.: _____ Level: _____ Rate: ₱ _____ /mo. ₱ _____ /yr.
NATURE OF POSITION:	
New: <u>✓</u> (New COS Staff for 2023)	
Replacement: _____ / _____ Person to be Replaced: New COS Staff for 2023	
NATURE OF EMPLOYMENT:	
Permanent: _____	Name of Project: _____ No. of Months Needed: _____
Temporary: _____	Name of Project: _____ No. of Months Needed: _____
Contractual: <u>✓</u>	
EARLIEST STARTING DATE: JANUARY 16, 2023	SEX: Male _____ Female _____ Either _____ / _____
DUTIES AND RESPONSIBILITIES (State briefly): Assist in the conduct of Community Empowerment thru Science and Technology Implements projects that would mitigate concerns in basic education and literacy, health, and nutrition concerns, DRRM water and sanitation, evaluation of appropriate technologies adoptable to the beneficiary locality) • Assist in the Project monitoring and evaluation • Facilitates vouchers and other administrative documents necessary for the project • Promotes DOST programs and projects, ripe technologies to clients and customers • Prepares proposal and/ or activity design.	
JUSTIFICATION FOR HIRING EMPLOYEE: For CEST GIDA Project Implementation in La Union	
EDUCATIONAL BACKGROUND: BS Agribusiness, BS Agriculture, BS Agri Engineering, BS Development Communication, BS Community Development or Rural Dev, BS Food Technology of Food Science	
EXPERIENCE/TRAINING: Not Required: Experience in Community Development is an advantage	
TEST TO BE ADMINISTERED: Interview and Written Exam	
APPLICANTS TO BE REFERRED TO: _____ JM/V and DPL _____ for _____ CEST _____	
REQUISITIONED BY: JONATHAN M. VIERNES PSTD	ENDORSED BY: ADELINA C. FLORENDO OIC-ARD for FO
APPROVED BY: ARMANDO Q. GANAL, PhD., CESO III REGIONAL DIRECTOR	
Approved RFE received by: _____	REMARKS: (HRRMS) RFE # _____
HRM Officer _____	