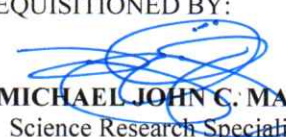
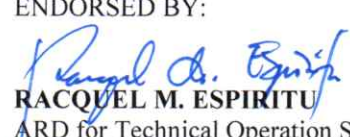
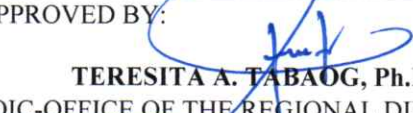



**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**Regional Office No. I**  
**FINANCE AND ADMINISTRATIVE SERVICES**  
**Human Resources Development**

**REQUISITION FOR EMPLOYEE**

<b>POSITION TITLE: <u>PROJECT TECHNICAL ASSISTANT I</u></b> Division: <b><u>ORD</u></b> Section: _____    Lab./Shop/Unit/Group: <b><u>DRRM Unit</u></b> C.Y. <b><u>2023</u></b> Item No.: <b><u>N/A</u></b> Level: _____    Rate: <b>P26,628.00 /mo</b>		
<b>NATURE OF POSITION:</b> New: _____ Replacement: _____    Person to be Replaced: _____		
<b>NATURE OF EMPLOYMENT:</b> Permanent: _____ Temporary: _____    Name of Project: _____    No. of Months Needed: <b>7</b> Contractual: <input checked="" type="checkbox"/> Name of Project: _____    No. of Months Needed: _____		
<b>EARLIEST STARTING DATE:</b> <b>15 May 2023</b>		<b>SEX:</b> Male _____    Female _____ <u>Either</u> <input checked="" type="checkbox"/>
<b>DUTIES AND RESPONSIBILITIES (State briefly):</b> 1. Organize DRRM Activities/Training/ Forum for LGUs, Academe and other stakeholders 2. Conduct and/or organize of Capacity Building of DOST 1 employees 3. Facilitate distribution of IEC materials. 4. Conduct of Preparedness Drills 5. Create/ share infographics, Weather Bulletins, Earthquake Bulletins and other DRRM related post in the DOST1 DRRM FB Page 6. Coordinate with the stakeholders on the implementation of DRRM PPAs in the Region.		
<b>JUSTIFICATION FOR HIRING EMPLOYEE:</b> - Implementation of DRRM PPAs in Region 1		
<b>EDUCATIONAL BACKGROUND:</b> At least BS Degree holder.		
<b>EXPERIENCE/ TRAINING/ SKILLS:</b> • Understanding on Disaster Risk Reduction Management • Leadership and teamwork, including decision-making, problem-solving, and conflict resolution.		
<b>TEST TO BE ADMINISTERED:</b> Written Exam		
<b>APPLICANTS TO BE REFERRED TO:</b>		
<b>REQUISITIONED BY:</b>  <b>MICHAEL JOHN C. MAQUILING</b> Science Research Specialist II		<b>ENDORSED BY:</b>  <b>RACQUEL M. ESPIRITU</b> ARD for Technical Operation Services
<b>APPROVED BY:</b>  <b>TERESITA A. TABAOG, Ph.D.</b> OIC-OFFICE OF THE REGIONAL DIRECTOR		<b>REMARKS</b>
<b>Approved RFE received by:</b>  <b>ATTY. JASMIN C. BANEZ</b> HRM Officer	<b>REMARKS: (HRRMS)</b>	<b>RFE #</b> _____