



Personnel Requisition Form

Position	:
Date Requested	:
Date Needed	:
Department	:
Reports to	:
Reporting Staff	:
<input type="checkbox"/> Replacement <input type="checkbox"/> Temporary <input type="checkbox"/> Additional <input checked="" type="checkbox"/> New	

No. of People Needed	:
Current # of Employees	:
Holding this Post	:
Total # of Employees	:
In the Section	:
Possible Effect if Request is Not Approved:	

GENERAL PURPOSE OF THE JOB

<p>.....</p>

DUTIES AND RESPONSIBILITIES

<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
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JOB REQUIREMENTS

<p><u>Work Experience</u></p> <p>-</p> <p>-</p> <p><u>Skills / Knowledge</u></p> <p>-</p> <p>-</p> <p>-</p> <p><u>Education/Certification</u></p> <p>-</p> <p>-</p>

WORK SCHEDULE

<input type="checkbox"/> 5-day Compressed Workweek (Mon-Fri) <input type="checkbox"/> Flexible from _____ am to _____ am <input type="checkbox"/> Fixed at _____ am of every working day	<input type="checkbox"/> 6-day Workweek (Mon-Sat, when there is project) <input type="checkbox"/> Flexible from _____ am to _____ am <input type="checkbox"/> Fixed at _____ am of every working day
<input type="checkbox"/> Shift Schedule, please specify _____	

(To be filled out by the Human Resources and Administration Department)

Status	:	() At-will basis () Project-based / Contractual () Probationary () Consultancy
Term	:	_____ Job Classification: _____
Salary	:	_____ (PHP / US\$ / Euros) per _____ (day / month / entire term)

Requested by:	Received by:	Approved by:
<p>_____</p> <p>(Signature above printed name)</p>	<p>_____</p> <p>Human Resource & Administration</p>	<p>_____</p> <p>(Signature above printed name)</p>
Date:	Date:	Date: