



Human Resources Department Manpower Request Form (MRF)

REQUESTING DEPARTMENT

Name: _____
Position: _____

Date Requested: _____
Department: _____

MANPOWER REQUESTED

Job Title: _____
Number Required: _____

Date Needed: _____
Shift: _____

This Manpower Request is for: (Please check)

☐ New Post / Additional Position Reason: _____
☐ Regular Post/ Replacement for _____ due to:
☐ Resignation ☐ Termination ☐ Promotion ☐ Transfer

The position is for: (Please check)

☐ Probationary Duration: _____ ☐ Contractual Duration: _____
☐ Project Based Duration: _____ ☐ Others: _____ Duration: _____

The vacancy is to be filled: (Please check)

☐ Direct Hire Labor Contracting/ Manpower Service Provider ☐ _____

QUALIFICATIONS REQUIRED

Age Range: _____ Sex: _____ Civil Status: _____
Educational Attainment: _____ Course: _____
Skills: _____
Experience: _____
Areas of Responsibility: _____

Requested by: _____

Noted By: _____

Department Head/ Manager

NEMA Q. MACATUGOB
President/ CEO

Approved by: _____

ROEHL M. ABONADO
Head, OD & HR