ERF

Employee Requisition Form

COMPANY: Digits Trading Corp.

DEPARTMENT: Business Process Group

WORK LOCATION: Cubao

DATE REQUESTED: Nov. 21, 2022

DATE NEEDED: Dec. 21, 2022

POSITION: Associate Software Developer

SALARY RANGE:

SCHEDULE:

X	5 Day Work Week
	6-Day Work Week

ALLOW WFH:

X	DURING PANDEMIC
	NO

MANPOWER:

X	ADDITIONAL
	REPLACEMENT

MANPOWER TYPE:

	AGENCY
X	DIRECT
	PROJECT-BASED
	SEASONAL

REQUIRED EXAMS:

Required	Exam Type	Expected Results (%)
X	Excel Exam	
X	Math Exam	
X	Myers Briggs Personality Test	
	Reading and Comprehension	
X	Speed Typing Test	
	Specialty Test 1: _____	
	Specialty Test 2: _____	
X	Additional Test: _____	

QUALIFICATIONS: Educational attainment, work experience, personal preference

Refer to attached job description

JOB DESCRIPTION: Daily, weekly, monthly tasks, duties assigned, supervision, reports to accomplish

Refer to attached job description

Please attach the following documents:
Job Description
Specialty Test / Additional Tests with Answer Key (Optional)

REQUIRED ASSETS:

	Mobile Phone
	Mobile Plan (Allowance)
	Mobile Plan (Post Paid)
	Desktop
X	Laptop

REQUIRED SUPPLIES:

	Ballpen
	Folder
	Notebook
	Uniform

Does the employee need to share files?

X	Yes
	No

Who will the employee interact with?

	Suppliers		X	Other Departments
	Corporate Clients			Online Customers

What will you be using the PC for?

	Create Presentations			Photo and Video Editing
X	Coding / IT Troubleshooting			Policy and Memo Creation
	Data Encoding/Handling (Heavy)			System Processing
	Emails			Online Sales Support / Comms

Apps Needed

X	Google Chrome			Quickbooks
X	Google Drive		X	Viber
X	Office Apps		X	Whatsapp
	Microsoft Teams			Dingtalk
	Wechat			Zoom
	POS Back-end		X	Others:

F. Email Domain

	Baseus			Lightroom
	Beyond the Box			Pizza Express
	Digital Walker			OMG
X	Digits			Tasteless
	Hanamaruken			

Requested by:

Michael Adrian Rodelas

Name & Signature

Approved by:

Christoff Sy

Department Head	**HR Manager**	**Executive**

ERF

Employee Requisition Form

After submitting this form to the HR department, please ensure that they give you an ERF# as proof of receipt.

FOR HUMAN RESOURCES ONLY

ERF#: _____

Name of Employee: _____

Date Hired: _____

Salary: _____