



**Pacific Knit Division**  
Unit: ☐PKL ☐PCL ☐PCL-2  
**Manpower Requisition Format**  
**(For Production/ Non Production)**  
Category: ☐Workforce ☐Staff

Date:

Section/Sub-Section:

Process	Designation	Approved Manpower (Layout) NOS	Existing Manpower NOS	Newly Required Manpower NOS
Total Manpower				

Justification

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Requested By

Department Head

Unit HR & Admin

Head of HR & Admin

Managing Director/Director