

POSITION REQUESTED

HR DEPARTMENT

STATUS OF EMPLOYMENT ☐ Replacement ☐ New ☐ Project/On Call ☐ If Project ☐ No. of moths ☐ Others

No. Of Head Account Requested: _____ Needed Date For The Position: _____
 Branch Assignment: _____ Job Qualifications - Course: _____
 Year Of Experience: _____ Skills: _____ Traits: _____ Age: _____ Sex: _____
 Job Basic Task Descriptions: _____

Requested by: _____ Date & Time: _____ Department: _____

Received by: _____ Lead Time Processing: _____ Recruitment Feedback: _____	Date/Time: _____ _____ HR Specialist	<input type="radio"/> Approved <input type="radio"/> Disapproved <input type="radio"/> Hold
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_____ GILBERT P GELACIO President	Date Signed: _____	<input type="radio"/> Approved <input type="radio"/> Disapproved	_____ KATHLEEN REYES, MHM, DBA Chief Operating Officer	Date Signed: _____
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FOR HR SLIP

	Signature / Date & Time	Remarks & Figure
Sourcing/ Recruitment- Update	HR - Recruitment - Interview 1: _____	_____
	HR - HR Manager - Interview 2: _____	_____
	Completed Requirements: _____	_____
	Job Descriptions: _____	_____
	Job Offer rate/Salary Grade: _____	_____

BMI-FORM-HR-004

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