

MANPOWER REQUEST FORM

POSITION REQU	ESTED						HR DEPARTMENT	
STATUS OF EMPI	LOYMENT	Replacement	New P	Project/On Call	If Project	No. of moths	Others	
No. Of Head Account Requeste Branch Assignment: Year Of Experience: Job Basic Task Descriptions:				Job Qualif	ications - Course	tion: e:Sex:		
Requested by:				Date	& Time:	Departr	nent:	
Received by: Lead Time Processing: Recruitment Feedback:				Date/Tim	Date/Time:			
	Pre	P GELACIO sident	Date Signed:	○ Appro	proved KA	THLEEN REYES, MI Chief Operating O	ficer Date Signed:	
				FOR HR SLIP				
Sourcing/ Recruitment- Update	HR - HR Mar Completed I Job Descript	Requirements: _					ks & Figure	
MI-FORM-HR-004								
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FORM

POSITION REQUESTED						HR D	EPARTMENT				
STATUS OF EMPLOYMENT	Replacement	New Pro	ject/On Call	If Project	No. of moths	Others					
No. Of Head Account Requested Branch Assignment:	:	Needed Date For The Position: Job Qualifications - Course:									
Year Of Experience: Job Basic Task Descriptions:	Skills:	Т	raits:	Age:_		Sex:					
Requested by:			Date	e & Time:	Departi	nent:					
<u></u>			Date/Tim		pecialist	— ريم	proved approved Id				
			O Appro								
GILBERT P Presi	dent	Date Signed:			Chief Operating O	fficer	Date Signed:				
FOR HR SLIP											

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

Signature / Date & Time Remarks & Figure