

MANPOWER REQUEST

HR DEPARTMENT

POSITION REQUES	IED						
STATUS OF EMPLO	PYMENT Repla	acement Ne	ew Project	/On Call	If Project	No. of moths	Others
No. Of Head Acco Branch Assignmen Year Of Experience Job Basic Task De	nt:	Skills:		Job Qualific	cations - Course	:	Sex:
Requested by:				Date 8	& Time:	Depart	ment:
Received by: Lead Time Proce Recruitment Fee	ssing:			Date/Time		pecialist	— Approved Disapproved Hold
				O Approx			
_	GILBERT P GELAC President	D	Date Signed:			THLEEN REYES, MI Chief Operating O	•
			FOR H				
Sourcing/ Recruitment- Update	HR - Recruitment - Int HR - HR Manager - Int Completed Requirem Job Descriptions:	terview 2: ents:					rks & Figure
	Job Offer rate/Salary	Grade:					



MANPOWER REQUEST FORM

HR DEPARTMENT POSITION REQUESTED STATUS OF EMPLOYMENT Project/On Call Replacement New If Project No. of moths Others No. Of Head Account Requested: **Needed Date For The Position:** Job Qualifications - Course: **Branch Assignment:** Year Of Experience: Skills: _Traits: Job Basic Task Descriptions: Requested by: Date & Time: Department: Received by: Date/Time: ○ Approved Lead Time Processing: Disapproved Recruitment Feedback: O Hold **HR Specialist** Approved Disapproved KATHLEEN REYES, MHM, DBA **GILBERT P GELACIO** Date Signed: President Chief Operating Officer Date Signed:

		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:		
MI-FORM-HR-004			