

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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☐ Approved
☐ Disapproved

GILBERT P GELACIO
President

Date Signed: _____

KATHLEEN REYES, MHM, DBA
Chief Operating Officer

Date Signed: _____

FOR HR SLIP

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

BMI-FORM-HR-004

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