

	ENTERPRISE CORE SERVICES FORMS	Date Effective MARCH 01, 2013
DEPARTMENT:Central Treasury	TITLE	FM_HRD_AHI_001.0
SECTION:RECRUITMENT	Personel Requisition Form	Page 1 of 1

### LEADTIME

Copy I - HRD

Managerial - 45 working days

Copy II - Requisitioning Dept. / SBU

Technical / Supervisory - 30 working days

Staff - 20 working days

### PERSONNEL REQUISITION FROM (PRF)

REQUISITIONING DEPT./PROPERTY \_\_\_\_\_

<b>JOB SPECIFICATION:</b>		
Position: TREASURY ASSISTANT	No. Required 1	Age Range: 25 to 0
Sex: Male	Civil Status: Single	Appropriate Educational Attainment Accounting or Finance and Treasury graduate
COMPETENCY SPECIFICATION Knowledge/ Skills Experience Required: Can communicate well, can share ideas in both oral and written method Can collaborate with others (good team player) Working knowledge in Excel and Word		
JOB SPECIFICATION Job Summary/ Functions: Payment Processing (Regular checks/on line payment) including routing to signatories and approver Check Releasing/Monitoring of Suppliers OR Generation of check inventory report		

Employment Status:	( X ) Probationary ( ) Regular ( ) Project ( ) Casual	Duration _____ mos.
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<b>PURPOSE OF REQUISITION:</b>	
( ) New Position	( ) Replacement for _____
( X ) Additional	Due to: ( ) Resignation ( ) Retirement ( ) Termination
Attachment:	( ) Transfer to _____
(a) Table of Orgainization	( ) Vacation / Sick / Maternity / Paternity Leave
(b) JD/JS	From _____ to _____

Maximum no. personnel for this position: (as per approved budget in plantilla): 3	Total no. of incumbents for this position Including current requisition: 3
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### APPROVING SIGNATORIES

Requested by: <u>MA RITA P. CARMEN</u> Immediate Superior Date: Feb 08 2018	Endorsed by: <u>KOE, ERLINDA</u> Department Head Date:	Approved by: _____ SVU Head/VP/COO/CEO Date:	Reviewed and Concurred by: _____ HRD Manger Date:
Date Received:	Received by:	Due date:	Date served:

### FOR HRD USE ONLY

Applicants Endorsed:	Hiring Date:	Remarks:
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