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|  | ENTERPRISE CORE SERVICES FORMS | Date Effective MARCH 01, 2013 |
| DEPARTMENT:Human Resources | 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 _____

| | | |
|---|--------------------------|--|
| JOB SPECIFICATION: | | |
| Position: ACCOUNTING MANAGER | No. Required 5 | Age Range: 67 to 45 |
| Sex: Female | Civil Status: Married | Appropriate Educational Attainment asdf |
| COMPETENCY SPECIFICATION Knowledge/ Skills Experience Required: adsf asd asd | | |
| JOB SPECIFICATION Job Summary/ Functions: asd asd asd | | |

| | |
|---|-------------------|
| Employment Status: () Probationary (X) Regular () Project () Casual | Duration_____mos. |
|---|-------------------|

| | |
|--------------------------------|--|
| PURPOSE OF REQUISITION: | |
| (X) New Position | () Replacement for _____ |
| () 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: 2 |
|--|---|

APPROVING SIGNATORIES

| | | | |
|---|---|--|--|
| Requested by: <u>LISSA D. DE LEON</u> Immediate Superior Date: Oct 14 2017 | Endorsed by: <u>CHAVEZ, NELSON</u> Department Head Date: Oct 14 2017 | Approved by: <u>ELISCUPIDES, ROWENA</u> SVU Head/VP/COO/CEO Date: Oct 14 2017 | Reqviewed and Concurred by: _____ HRD Manger Date: |
| Date Received: | Recived by: | Due date: | Date served: |

FOR HRD USE ONLY

| | | |
|----------------------|--------------|----------|
| Applicants Endorsed: | Hiring Date: | Remarks: |
|----------------------|--------------|----------|