

	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: ACCOUNT EXECUTIVE	No. Required 5	Age Range: 30 to 40
Sex: Male	Civil Status: Married	Appropriate Educational Attainment
COMPETENCY SPECIFICATION Knowledge/ Skills Experience Required: test		
JOB SPECIFICATION Job Summary/ Functions: terst		

Employment Status: () Probationary () Regular () Project	(X) Casual	Duration_____mos.
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PURPOSE OF REQUISITION:	
() 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): 10	Total no. of incumbents for this position Including current requisition: 20
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APPROVING SIGNATORIES

Requested by: <u>AMYRA S. ABULENCIA</u> Immediate Superior Date: Nov 02 2019	Endorsed by: <u>ELISCUPIDES, ROWENA</u> Department Head Date: Nov 02 2019	Approved by: _____ SVU Head/VP/COO/CEO Date:	Reviewed and Concurred by: _____ HRD Manager Date:
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Date Received:	Received by:	Due date:	Date served:
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FOR HRD USE ONLY

Applicants Endorsed: Garcia Justin	Hiring Date:	Remarks:
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