

	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 \_\_\_\_\_

<b>JOB SPECIFICATION:</b>		
Position: ACCOUNT EXECUTIVE - TRAINEE	No. Required 5	Age Range: 66 to 44
Sex: Male	Civil Status: Widowed	Appropriate Educational Attainment asdf
COMPETENCY SPECIFICATION Knowledge/ Skills Experience Required: asdf asdf asdf		
JOB SPECIFICATION Job Summary/ Functions: asdf asdf ads		

Employment Status:	( ) Probationary ( X ) Regular ( ) Project ( ) Casual	Duration_____mos.
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<b>PURPOSE OF REQUISITION:</b>	
( ) New Position	( X ) Replacement for CHAVEZ, NELSON
( ) 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: 4
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### APPROVING SIGNATORIES

Requested by: <u>LISSA D. DE LEON</u> Immediate Superior Date: Oct 24 2017	Endorsed by: <u>CHAVEZ, NELSON</u> Department Head Date: Oct 24 2017	Approved by: <u>ELISCUPIDES, ROWENA</u> SVU Head/VP/COO/CEO Date: Oct 24 2017	Reqviewed and Concurred by: <u>POLONAN, MARIA LEE</u> HRD Manger Date:
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Date Received:	Recived by:	Due date:	Date served:
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### FOR HRD USE ONLY

Applicants Endorsed:	Hiring Date:	Remarks:
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