

	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 CLERK	No. Required 3	Age Range: 23 to 34
Sex: Male	Civil Status: Married	Appropriate Educational Attainment
COMPETENCY SPECIFICATION Knowledge/ Skills Experience Required: asd asd ads		
JOB SPECIFICATION Job Summary/ Functions: asd asd ad		

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

Maximum no. personnel for this position: (as per approved budget in plantilla): 5	Total no. of incumbents for this position Including current requisition: 5
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APPROVING SIGNATORIES

Requested by: <u>MARIA LEE F. POLONAN</u> Immediate Superior Date: Feb 28 2018	Endorsed by: <u>CHAVEZ, NELSON</u> Department Head Date: Feb 28 2018	Approved by: <u>ELISCUPIDES, ROWENA</u> SVU Head/VP/COO/CEO Date: Feb 28 2018	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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