

	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 6	Age Range: 50 to 90
Sex: Female	Civil Status: Married	Appropriate Educational Attainment kjkj
COMPETENCY SPECIFICATION Knowledge/ Skills Experience Required: kjljk kjljk klk		
JOB SPECIFICATION Job Summary/ Functions: jkkj kjkll jkj		

Employment Status: (X) Probationary () Regular () Project () Casual	Duration _____ mos.
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PURPOSE OF REQUISITION:	
() New Position	() Replacement for DE GUZMAN, JEANABETH
() Additional	Due to: () Resignation () Retirement () Termination
Attachment:	() Transfer to _____
(a) Table of Orgainization	() Vacation / Sick / Maternity / Paternity Leave
(b) JD/JS	From 2017 11 03 to 2017 11 03

Maximum no. personnel for this position: (as per approved budget in plantilla): 6	Total no. of incumbents for this position Including current requisition: 90
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APPROVING SIGNATORIES

Requested by: <u>LISSA D. DE LEON</u> Immediate Superior Date: Oct 23 2017	Endorsed by: <u>CHAVEZ, NELSON</u> Department Head Date: Oct 23 2017	Approved by: <u>ELISCUPIDES, ROWENA</u> SVU Head/VP/COO/CEO Date: Oct 23 2017	Reqviewed and Concurred by: <u>POLONAN, MARIA LEE</u> HRD Manger Date: Oct 23 2017
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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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