



MANPOWER REQUISITION FORM (MRF)

Human Resources

TO BE FILLED OUT BY REQUESTING DEPARTMENT

Requesting Department	Position Title	Number Required	Date Needed
APPOINTMENT STATUS Specify number or personal per status Project-based _____ Probationary _____ Regular _____		SPECIFICATIONS Check appropriate box for attachment <input type="checkbox"/> Justification <input type="checkbox"/> Job Description <input type="checkbox"/> Organizational Chart	
REASON FOR REQUISITION Check appropriate box and attach necessary documents: <input type="checkbox"/> Replacement Check reason for replacement and name to be replace: <input type="checkbox"/> Replacement <input type="checkbox"/> Termination <input type="checkbox"/> End of Contract <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer <input type="checkbox"/> Additional Manpower <input type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted <input type="checkbox"/> Position Upgrade		SPECIFICATIONS Please check appropriate box and indicate qualification <input type="checkbox"/> Rank and File <input type="checkbox"/> Supervisory / Officer <input type="checkbox"/> Manager Qualifications: _____ _____ _____ _____ _____	
REQUESTED BY: _____ Hiring Manager Signature Over Printed Name Date signed: _____		RECOMMENDED BY: _____ Successive Head Signature Over Printed Name Date signed: _____	
CONCURRED BY: _____ HR Manager Signature Over Printed Name Date signed: _____		APPROVED BY: _____ Director of Finance and Administration Signature Over Printed Name Date signed: _____ _____ Managing Director Signature Over Printed Name Date signed: _____	

TO BE FILLED OUT BY HRD

REMARKS / COMMENTS:

NAME/S OF HIRES STAFF:

DATE SERVED: