

	ENTERPRISE CORE SERVICES FORMS	Date Effective Oct 24 2017
DEPARTMENT:Accounting	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 2	Age Range: 20 to 23
Sex: Male or Female	Civil Status: Single	Appropriate Educational Attainment college graduate
COMPETENCY SPECIFICATION Knowledge/ Skills Experience Required:		
Competency Specification 1		
Competency Specification 2		
Competency Specification 3		
JOB SPECIFICATION Job Summary/ Functions:		
Job Specification 1		
Job Specification 2		
Job Specification 3		
Job Specification 1		
Job Specification 2		
Job Specification 3		

Employment Status:	
(X) Probationary () Regular () Project	() Casual Duration_____mos.

PURPOSE OF REQUISITION:	
() New Position	() Replacement for _____
() 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: 1
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APPROVING SIGNATORIES

Requested by:	Endorsed by:	Approved by:	Reqviewed and Concurred by:
<u>FRANCIA B. GENER</u>	<u>SUNIGA, MA. LOURDES</u>	<u>KOE, ERLINDA</u>	<u>CHAVEZ, NELSON</u>
Immediate Superior	Department Head	SVU Head/VP/COO/CEO	HRD Manger
Date: Oct 24 2017	Date: Oct 24 2017	Date: Oct 24 2017	Date: Oct 24 2017

Date Received:	Recived by:	Due date:	Date served:

FOR HRD USE ONLY

Applicants Endorsed:	Hiring Date:	Remarks: