



## Manpower Requisition Form

**SUBSIDIARY:** Abraham Holdings, Inc.

**MRF RECEIVED ON:**

**DEPARTMENT:**Information & Communication Technology

**MRF COMPLETION ON:**August 31, 2017

**JOB TITLE:** ACCOUNT EXECUTIVE

**STATUS:**{{status}}

**NO. OF STAFF NEEDED:**3

**CLASSIFICATION:**

**SALARY RANGE:**10,000 - 20,000

**CHAIN OF COMMAND**

Reporting To:  
Supervises:

**REASON FOR REQUEST**

Additional Manpower

☒Budgeted

☐Unbudgeted

Replacement of

**APPROVED SOURCING**

1.

3.

**TOOLS WITH COST**

2.

4.

**JOB SUMMARY**

**TOP 3 KEY REQUIREMENTS**

- 1.
- 2.
- 3.

**TOP 3 OPTIONAL QUALIFICATIONS**

- 1.
- 2.
- 3.

**Requested by**

**Concurred by**

**Approved by**

JORGE DAINE D. QUIAMBAO

ROWENA ELISCUPIDES

Supervisor/Department Manager

HR/OD Manager

Director/Subsidiary Head

Please attached Job Description to process your request (not required for internship). Turnaround time (TAT) for processing: Managerial/Executive and Supervisory - 2 months, Technical/Specialist - 45 days and Rank and File - 30 days. TAT does not factor in notice period given by candidates to their existing employer/s and delays attributable to the requesting party.