

	ENTERPRISE CORE SERVICES FORMS	Date Effective MARCH 01, 2013
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 ASSISTANT	No. Required 1	Age Range: 22 to 23
Sex: Male or Female	Civil Status: Single	Appropriate Educational Attainment gfgfgfgf
COMPETENCY SPECIFICATION Knowledge/ Skills Experience Required: fggffg fgf gfgf		
JOB SPECIFICATION Job Summary/ Functions: gfgf gf gfgf		

Employment Status:	(X) Probationary () Regular () Project () Casual	Duration _____ mos.
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PURPOSE OF REQUISITION:	
() New Position	() Replacement for _____
(X) 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): 4	Total no. of incumbents for this position Including current requisition: 3
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APPROVING SIGNATORIES

Requested by: <u>FRANCIA B. GENER</u> Immediate Superior Date: Nov 08 2017	Endorsed by: <u>SUNIGA, MA. LOURDES</u> Department Head Date: Nov 08 2017	Approved by: <u>KOE, ERLINDA</u> SVU Head/VP/COO/CEO Date: Nov 08 2017	Reqviewed and Concurred by: <u>CHAVEZ, NELSON</u> HRD Manger Date: Nov 08 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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