



## PERSONNEL REQUISITION FORM

Date: \_\_\_\_\_

<b>POSITION TITLE:</b> _____	<b>DEPARTMENT/OFFICE</b> _____
<input type="checkbox"/> <b>PERMANENT POSITION</b> <input type="checkbox"/> <b>NON-PERMANENT POSITION</b> <input type="checkbox"/> <b>FIXED CONTRACT POSITION</b> _____ <input type="checkbox"/> <b>Replacement</b> <input type="checkbox"/> <b>Name of Previous Incumbent</b> _____ <input type="checkbox"/> <b>New Approved Position</b> _____ <input type="checkbox"/> <b>Substitute</b> <b>WORKLOAD: (Check one) EMPLOYMENT STATUS (Check one)</b> <input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Probationary</b> <input type="checkbox"/> <b>Agency</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>Temporary</b> <input type="checkbox"/> <b>Project</b>	<b>Requested Level/Salary</b> _____ <b>Due to:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> <b>Transfer</b>  <input type="checkbox"/> <b>Promotion</b>  <input type="checkbox"/> <b>Retirement</b>  <input type="checkbox"/> <b>Vacation Leave</b> </div> <div style="width: 45%;"> <input type="checkbox"/> <b>Maternity Leave</b>  <input type="checkbox"/> <b>Paternity Leave</b>  <input type="checkbox"/> <b>Emergency Leave</b>  <input type="checkbox"/> <b>Leave without pay</b> </div> </div> <b>Other Justification:</b> _____ _____ _____ <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px 0;"> <b>ACTION TAKEN (For HRO Only)</b> </div> <b>NAME OF EMPLOYEE HIRED:</b> _____ <b>DATE HIRED:</b> _____ _____ _____
<b>DURATION (If Temporary, Project or Fixed Contract)</b> From _____ to _____ <b>Reason for Request or Project Name:</b> _____ _____ <b>SOURCE OF FUNDS:</b> _____ <b>DATE NEEDED:</b> _____	

### QUALIFICATIONS REQUIRED

MINIMUM	PREFERRED
<b>EDUCATION:</b> _____	_____
<b>WORK EXPERIENCE:</b> _____	_____
<b>OTHERS:</b> _____	_____

**BRIEF DESCRIPTION OF DUTIES: (Attach Updated Job Description)**

<b>REFER APPLICANTS TO:</b>	<b>DATE/TIME AVAILABLE FOR INTERVIEW OF APPLICANTS:</b>
<b>REQUESTED BY:</b>  <div style="text-align: center; border-top: 1px solid black; margin-top: 10px;">             _____              (Unit Head)           </div>	<b>APPROVED BY:</b>  <div style="text-align: center; border-top: 1px solid black; margin-top: 10px;">             _____              HR DIRECTOR           </div>
<b>ENDORSED BY:</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;">             _____              (Cluster VP/Head)           </div> <div style="width: 45%; text-align: center;">             _____              (Finance /Budget)           </div> </div>	1. FOR NEW PLANTILLA EMPLOYEES 2. HIRING WITHOUT BUDGET ITEM  <div style="text-align: center; margin-top: 20px;">             _____              University President           </div>