|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | | |  | | | | | | |
| **MINIMUM REQUIREMENTS/QUALIFICATIONS** | | | | | | | | | |
| Educational Qualification | | | |  | | | | | |
| Training/s | | | |  | | | | | |
| Experience/s | | | |  | | | | | |
| Other Related Competencies | | | |  | | | | | |
| **SUMMARY OF JOB DESCRIPTION** | | | | | | | | | |
|  | | | | | | | | | |
| **REQUEST DETAILS** | | | | | | | | | |
| Reason/s | \_\_\_ Replacement \_\_\_ Additional \_\_\_ New | | | | | No. of Needed Manpower: | |  | |
| Employment Type | | | \_\_\_\_ Full Time \_\_\_\_ Part-time \_\_\_\_ Project Based/Pakyaw | | | | | | |
| Expected Date of Report | | | |  | | Work Assignment |  | | |
| **JUSTIFICATION FOR HIRING** | | | | | | | | | |
| **PLEASE FILL-OUT REASON FOR HIRING** | | | | | | | | | |
| **REQUESTING PARTY** | | | | | **RECOMMENDING APPROVAL** | | | | |
| Date of Request | |  | | | **MARILOU M. ABATAYO, Ph.D.**  Authorized Personnel | | | | |
| Name | |  | | |
| Designation | |  | | |
| Signature | |  | | |
| **Availability of Funds:** | | | | | **Approved** | | | |
| **CLARO G. VICADA JR.**  Budget Officer III    ⎕ TF ⎕ IGP | | | | | **HERBERT GLENN P. REYES, Ph. D.**  President | | | |

*Note: Please accomplish 3 copies for Personal, HR and Accounting/Budget reference.*