**R E Q U E S T F O R M A N P O W E R F O R M**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUESTING PARTY** | | | | | | | | | |
| Date of Request | |  | | | | | | | |
| Name | |  | | | | | | | |
| Designation | |  | | | | | | | |
| **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 | |  | |
| Job Title | |  | | | | | | | |
| **MINIMUM REQUIREMNTS** | | | | | | | | | |
| Educational Qualification | | | |  | | | | | |
| Training/s | | | |  | | | | | |
| Experience/s | | | |  | | | | | |
| Other Related Competencies | | | |  | | | | | |
| **SUMMARY OF JOB DESCRIPTION** | | | | | | | | | |
|  | | | | | | | | | |
| **APPROVAL** | | | | | | | | | |
| Requested | | | Recommending Approval: | | Availability of Funds: | | Approved | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Authorized Personnel | | **CLARO G. VICADA JR.**  Budget Officer III | | **HERBERT GLENN P. REYES, Ph. D.**  President | | |

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