



Colegio de San Juan de Letran

Intramuros, Manila

Control No.



HUMAN RESOURCES DEPARTMENT

PERSONNEL REQUISITION FORM

Requisitioning Dept./ Div. : _____
Position Title : _____
No. of Manpower Requested : _____
Date Needed : _____

Employment Type : Full-time Part-time
 Probationary Contractual

Job Description : _____

Job Specification:

a. Education Level/s : _____
 b. Work Experience : _____
 c. Mandatory Skills : _____
 d. Optional Skills : _____
 e. Professional License : _____
(if any, please specify)
 f. Sex : _____

Reason for Request:

resignation of : _____
 retirement of : _____
 dismissal of : _____
 transfer of : _____
 promotion of : _____
 additional manpower : _____
 others (pls. specify) : _____

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Requested by : _____
 Department Head/ Date

Recommended by: _____
 Division Head/ Date

Checked by : _____
 Comptrollership/ Date

Endorsed by : _____
 HRD Head/ Date

 Chairman, Manpower Committee/ Date

Approved by : _____
 Rector and President/ Date