



Colegio de San Juan de Letran



Human Resources Department

1. TITLE: REQUISITION FOR PERSONNEL

2. POLICIES:

- 2.1 All requests for additional manpower shall only be processed upon approval of the Rector and President.
- 2.2 HRD shall be the lead agency in the processing of applications. The office shall be in-charge of:
 - 2.2.1 Contacting applicants
 - 2.2.2 Setting schedules
 - 2.2.3 Coordinating with the persons involved in the process
 - 2.2.4 Transmittal of documents
 - 2.2.5 Following-up of the status of the application

3. PROCEDURES:

- 3.1 The Requesting Department Head secures Personnel Requisition Form from the HR Assistant.
- 3.2 The Requesting Department Head fills-up the Personnel Requisition Form in one (1) copy attached with the job description and forwards the accomplished Personnel Requisition Form to Recruitment in-charge for review. The Personnel Requisition Form contains the following information:
 - 3.2.1 Requesting department/division
 - 3.2.2 Position to be filled up
 - 3.2.3 Number of Manpower Requested
 - 3.2.4 Type of employment
 - 3.2.5 Reason for request (promotion, resignation, retirement, transfer, dismissal, understudy, additional manpower)
 - 3.2.6 Job specifications
 - 3.2.7 Job descriptions (for new position or project-based position)
- 3.3 The HRD forwards the Personnel Requisition Form to the Budget Officer
- 3.4 The Budget Officer verifies if personnel requisition was budgeted.
- 3.5 The Budget Officer affixes his signature.
- 3.6 The Comptroller acknowledges inclusion of the personnel requisition in the budget and forwards it to the Division Head of the requesting department.
- 3.7 The Division Head endorses the request to the Chairman of Manpower Committee.
- 3.8 The Chairman of Manpower Committee approves the request for additional personnel.
- 3.9 The approved Personnel Requisition Form is forwarded to the HRD Head.
- 3.10 The HR Assistant sources applicants. Sourcing of applicants can be done internally or externally:
 - 3.10.1 Internal Sourcing
 - 3.10.1.1 Posting of announcement on bulletin boards
 - 3.10.2 External Sourcing
 - 3.10.2.1 Advertisement in newspapers
 - 3.10.2.2 Invitational/Referral Programs
 - 3.10.2.3 Posting of announcement in different colleges and universities
 - 3.10.2.4 Posting of announcement in Outsourcing firm