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