



De La Salle University
Human Resources Development and Management Office
PERSONNEL REQUISITION FORM

Date : _____

Department : _____ Position Title : _____

- Classification :**
- | | |
|---|---|
| <input type="checkbox"/> Student Assistant | <input type="checkbox"/> External Project |
| <input type="checkbox"/> Temporary Personnel | <input type="checkbox"/> New Permanent Position |
| <input type="checkbox"/> Additional headcount | |
| <input type="checkbox"/> Replacement of one with expired contract | |
| <input type="checkbox"/> Renewal | |

In case of renewal: (Name of agency personnel to be renewed)
Justification: (Kindly state the project title/name for project position; the person to be relieved for relieve for reliever position; the reason for the need for personnel)

Requirements of Position:

Duties and Responsibilities: (For new permanent position, kindly attach a detailed job description and the department's organizational structure)

Duration of Service: From _____ To _____
(Agency Personnel may only be deployed for a maximum of two (2) fi ve month cycles with a two week break in between cycles. One week break may be allowed upon written request to HRDMO)

Work Schedule : _____ **Charge to the budget of :** _____

(Priority for deployment shall belong to student assistants)

Requested by: _____ Unit Head	Endorsed by: _____ Dean / AVC	Technical Screening by: _____ HRDMO Director
Audited & Recommended for Approval (For new permanent position only) _____ Compliance Officer	Endorsed by: _____ Vice Chancellor	Approved by: _____ Executive Director HRDMO

HRDMO Action Taken:

Received on : _____ Person Assigned : _____
By : _____ Date Started : _____

HRDMO Director