



De La Salle University

REQUEST FOR WEB POSTING OF VACANCIES (FACULTY, ASF, ASP, CAP)

Reference No.		To be accomplished by ITS
Position		The official title (and level, if applicable) must be used
Office		The complete name of the office (not acronym) must be used
Classification		Classification refers to <i>Contractual Employees</i> of the University
Posting Date ¹		Refers to the date when the posting should be made. Appropriate lead time should be made from the preparation of this form, signing and submission to ITS (G309)
Closing Date		Refers to the last date when the posting should appear. For classifications other than CAP, an indefinite period may be stated as <i>"Open until filled"</i>
Salary		Preferably expressed as a range. Entries may also be <i>"Confidential"</i> or <i>"Negotiable"</i>
Qualifications		Preferably expressed in concrete/objective terms such as <i>"Must be a graduate of..."</i> This field should have from 3 to 5 entries
Job Description/ Summary		Should be expressed in terms of what the position entails. This field should have from 3 to 5 entries.

	Requested by ² Head of Office/Unit	Endorsed by AVC/Dean	Approved by VCAd
Name/Signature			
Position			
Office			
E-mail address			

Additional Page for Qualifications and Job Description/Summary

¹ The posting will appear on the web two (2) working days from the date of submission of this form to the **Web Management and Documentation** of the **Information Technology Services Office** at (G309) or the intended date of posting, whichever comes later.

² For Co-Academic Personnel (CAP), the requesting and approving office/unit should be the Human Resources Development Office (HRDO) Requirements for CAP need to be coordinated with the HRDO through enrico.lusica@dlsu.edu.ph or Extension 160.



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