



# De La Salle University

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

<b>Reference No.</b>		To be accomplished by ITS
<b>Position</b>		The official title (and level, if applicable) must be used
<b>Office</b>		The complete name of the office (not acronym) must be used
<b>Classification</b>		Classification refers to any of the following: Faculty, Academic Service Faculty (ASF), Administrative Service Personnel (ASP), Co-Academic Personnel (CAP)
<b>Posting Date <sup>1</sup></b>		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)
<b>Closing Date</b>		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>
<b>Salary</b>		Preferably expressed as a range. Entries may also be <i>"Confidential"</i> or <i>"Negotiable"</i>
<b>Qualifications</b>		Preferably expressed in concrete/objective terms such as <i>"Must be a graduate of..."</i> This field should have from 3 to 5 entries
<b>Job Description/ Summary</b>		Should be expressed in terms of what the position entails. This field should have from 3 to 5 entries.

	<b>Requested by <sup>2</sup></b> Head of Office/Unit	<b>Endorsed by</b> AVC/Dean	<b>Approved by</b> VCAR for Faculty/ASF VCAAd for ASP
Name/Signature			
Position			
Office			
E-mail address			

### Additional Page for Qualifications and Job Description/Summary

<sup>1</sup> 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.

<sup>2</sup> 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](mailto:enrico.lusica@dlsu.edu.ph) or Extension 160.



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