



PERSONNEL REQUISITION FORM (PRF)

Form 4-HR 3/19/12

Department: Date:

Person Requesting Recruitment:

Job Title:

Request of Personnel (please check)

New Position
Vacant Position

Position Change
Others

Information regarding the vacancy

(pls.specify)

Job Status:

Full-time
Part-time

Temporary
Others

(pls.specify: _____)

Qualifications (Education, Experience, Training Required)

Job Description

Name and Signature
of Requesting Authority:

Human Resource Development Officer Action Report:

Recommending Approval:

ENGR. LEDA T. DE GRACIA
Vice President for Administration

Date

ANA LINDA O. SANTOS, Ph.D.
Vice President for Academic Affairs

Date

Approved

REV. FR. EDIONE R. FEBRERO
College President

Date

