

UNIVERSITY OF BATANGAS
Batangas City 4200, Philippines

HUMAN RESOURCE DEVELOPMENT OFFICE

REQUISITION FORM FOR EMPLOYEE

Department : _____

| Position to be filled | No. of Employee Required | Status : S (Substitute) P (Probationary) |
|-----------------------|-----------------------------|---------------------------------------------|
| 1. _____ | _____ | _____ (S) _____ (P) |
| 2. _____ | _____ | _____ (S) _____ (P) |
| 3. _____ | _____ | _____ (S) _____ (P) |

Brief Job Description:

Request for:

_____ New Employee/s _____ Replacement of Employee/s

Justification: _____

Earliest Starting Date : _____

Sex : Male _____ Female _____ Either _____

Age : Minimum _____ years old Maximum _____ years old

Civil Status : Single _____ Married _____ Either _____

Please state briefly the following information:

Requirements for the Position : _____

Educational Background Desired :

College Degree : _____

Graduate Degree : _____

Post Graduate : _____

Training and Other Requirements: _____

Business Experience Desired : _____

Requested by :

Name and Signature

Date

APPROVED BY:

DR. HERNANDO B. PEREZ
University President

Date

UNIVERSITY OF BATANGAS
Batangas City 4200, Philippines

HUMAN RESOURCE DEVELOPMENT OFFICE

REQUISITION FORM FOR FACULTY MEMBER

Department /College: _____

| Position(s) to be filled: | No. of Faculty Required | Status : |
|---------------------------|-------------------------|--------------------------------------------------|
| 1. _____ | _____ | Full Time _____ Part Time _____ Substitute _____ |
| 2. _____ | _____ | Full Time _____ Part Time _____ Substitute _____ |
| 3. _____ | _____ | Full Time _____ Part Time _____ Substitute _____ |

Subject(s) to Handle:

1. _____
2. _____
3. _____
4. _____

Earliest Starting Date : _____

Sex : Male _____ Female _____ Either _____

Age : Minimum _____ years old Maximum _____ years old

Civil Status : Single _____ Married _____ Either _____

Request for:
_____ New Faculty Member/s _____ Replacement of Faculty Member/s

Justification: _____

Please state briefly the following information:

Requirements for the Position : _____

Educational Background Desired :

College Degree : _____
Graduate Degree : _____
Post Graduate : _____

Training and Other Requirements : _____

Business Experience Desired : _____

Requisitioner :

Name and Signature

Date

Endorsed for Approval:

APPROVED BY:

DR. ABEGAYLE MACHELLE P. CHUA
VP- Academic Affairs

DR. HERNANDO B. PEREZ
University President

Date

Date