

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