

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