



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Tanay, Rizal

PERSONNEL REQUISITION FORM

POSITION TO BE FILLED	NO. NEEDED	DATE FILLED
INSTITUTE/ OFFICE	STATUS OF EMPLOYMENT	DATE NEEDED
REASON AND STATUS		
<input type="checkbox"/> CONTRACTUAL DURATION _____ <input type="checkbox"/> SUBSTITUTE FACULTY OF _____ WHO WILL BE ON _____ LEAVE FOR _____ WEEKS/ MONTHS <input type="checkbox"/> SEASONAL WORKER _____ DURATION _____ <input type="checkbox"/> SPECIFIC PROJECT PERSONNEL PROJECT _____ DURATION _____ <input type="checkbox"/> NEW POSITION/ ADDITIONAL STAFF JUSTIFICATION _____ STATUS _____ NOTE: USE ADDITIONAL SHEET IF SPACE PROVIDED IS NOT SUFFICIENT		
JOB DESCRIPTION		
DESIRED QUALIFICATIONS		
MINIMUM EDUCATIONAL ATTAINMENT	OTHER PREFERRED COURSES/ TRAINING	
SPECIFIC AREA(S) OF EXPERIENCE NEEDED	NO. OF YEARS	
SPECIAL ABILITIES/ SKILLS/ PERSONAL QUALITIES		
REQUESTED BY:	RECOMMENDING APPROVAL	APPROVED BY:
_____	_____	MARITA R. CANAPI, Ed. D.
<small>Dean/ Head/ Supervisor/ Immediate Supervisor</small>	<small>Director, Finance Services/ Chancellor</small>	<small>President</small>