# Personnel Requisition Form

<table>
<thead>
<tr>
<th>Position to Be Filled</th>
<th>No. Needed</th>
<th>Date Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute/Office</td>
<td>Status of Employment</td>
<td>Date Needed</td>
</tr>
</tbody>
</table>

### Reason and Status

- **Contractual**
  - Duration: ____________

- **Substitute Faculty**
  - Of: ___________________
  - Who will be on ________ Leave for ________ Weeks/Months

- **Seasonal Worker**
  - ________________
  - Duration: ____________

- **Specific Project Personnel**
  - Project: _________
  - Duration: ____________

- **New Position/ Additional Staff**
  - Justification: ________________________
  - Status: ________________________

**Note:** Use additional sheet if space provided is not sufficient

### Job Description

### Desired Qualifications

<table>
<thead>
<tr>
<th>Minimum Educational Attainment</th>
<th>Other Preferred Courses/Training</th>
</tr>
</thead>
</table>

### Specific Area(s) of Experience Needed

<table>
<thead>
<tr>
<th>Specific Area(s) of Experience Needed</th>
<th>No. of Years</th>
</tr>
</thead>
</table>

### Special Abilities/ Skills/ Personal Qualities

### Requested By:

Dean/Head/Supervisor/Immediate Supervisor

### Recommending Approval:

Director, Finance Services/Chancellor

### Approved By:

MARITA R. CANAPI, Ed. D.

President