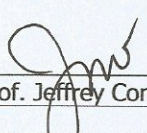


Procedure No:	ADM-PROC-0027
Procedure Title:	Manpower Requisition Procedure
Related Policy:	ADM-POL- 0049 Policies on Manpower Requisition
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure centralizes the requisition, approval and processing of request for new personnel.
Areas of Responsibility:	Human Resources Department
Procedure Details:	<p>Step 1. The Department Head fills out a Personnel Requisition Form and submits it to the HRD.</p> <p>Step 2. The HRD reviews the request for new personnel. If no clarifications are needed, the Personnel Requisition Form is approved by the director of the HRD.</p> <p>Step 3. The Personnel Requisition Form is forwarded to the Budget Officer to verify if the department has budget to support the new personnel.</p> <p>Step 4. The Budget Officer endorses the Personnel Requisition Form to the Vice Rector for Financial Affairs in order to acknowledge the request for new personnel.</p> <p>Step 5. The Personnel Requisition Form is submitted to the Rector and President for final approval.</p> <p>Step 6. When the approved Personnel Requisition Form is returned to the HRD, the Recruitment Officer can start the recruitment and hiring process.</p>
Procedure Approval Authority:	Director of the Human Resources Department
References:	Personnel Requisition Form
Definition:	
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Jeffrey Consignado
Date of Approval:	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.