

Company's Letterhead Manpower Requisition

<p>Notes:</p> <ol style="list-style-type: none"> 1 This MR is to be used for Non-exempt and Exempt positions only. 2 Please complete this requisition thoroughly. Use one requisition for each type of job opening. 3 Please ensure that all MRs are routed for General Manager's and /or Managing Director's approval. 4 When the MR is completed, it is to be submitted to the Human Resource Department. 	<p style="text-align: center;">Official Use Only</p> <p>Date Received : _____</p> <p>Requisition No : _____</p> <p>Vacancy Filled By : _____</p> <p>Date Offered : _____</p> <p>Date Joined : _____</p> <p>Processed By : _____</p>
<p>REQUISITOR</p> <p>Name : _____</p> <p>Department : _____ Telephone / Ext : _____</p>	
<p>MANPOWER REQUIRED</p> <p>Job Title : _____ Shift : _____</p> <p>Number Required : _____ Date Required : _____</p>	
<p>TICK (✓) IN THE APPROPRIATE BOXES :</p> <p>(A) This Recruitment is for —</p> <p style="padding-left: 40px;"> <input type="checkbox"/> Additional Position </p> <p style="padding-left: 40px;"> <input type="checkbox"/> Replacement for _____ due to <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer </p>	
<p>(B) The position is for —</p> <p style="padding-left: 40px;"> <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary : Duration _____ <input type="checkbox"/> Part-time <input type="checkbox"/> Contract : Duration _____ </p>	
<p>(C) This vacancy is to be filled from —</p> <p style="padding-left: 40px;"> <input type="checkbox"/> Within <input type="checkbox"/> Outside </p>	

QUALIFICATIONS REQUIRED

Education : _____

Skills : _____

Experience : _____

AREAS OF RESPONSIBILITIES :

APPROVALS

Requisitor
Signature / Date

General Manager
Signature / Date

Managing Director
Signature / Date

REMARKS

