

University of the Philippines Mindanao
 Human Resource Development Office
 Mintal, Tugbok District
 Davao City

PERSONNEL REQUISITION SLIP

- NEW POSITION
- REPLACEMENT
- SUBSTITUTE
- OTHERS

- CASUAL
- CONTRACTUAL (U.P.)
- NGS

1. COLLEGE/UNIT: _____
2. DEPARTMENT: _____
3. PROPOSED RANK: _____
4. IF REPLACEMENT OR SUBSTITUTE STATE WHO IS REPLACED/
 SUBSTITUTED AND BY WHOM? _____
5. EARLIEST STARTING DATE: _____
6. QUALIFICATION REQUIREMENTS: _____
7. EDUCATIONAL BACKGROUND DESIRED: _____
8. EXPERIENCE DESIRED: _____
9. APPLICANT TO BE REFERRED TO: _____

<p>10. REQUESTED BY:</p> <p>_____</p> <p>DEPT. CHAIR/UNIT HEAD DATE _____</p>	<p>13. BUDGET CLEARANCE</p> <p>_____</p> <p>BUDGET OFFICER DATE _____</p>
<p>11. ENDORSED BY: (to be signed by Deans only)</p> <p>_____</p> <p>DEAN DATE _____</p>	<p>14. RECOMMENDING APPROVAL:</p> <p>_____</p> <p>VCAA/VCAD DATE _____</p>
<p>12. PERSONNEL CLEARANCE:</p> <p>_____</p> <p>CHIEF, HRDO DATE _____</p>	<p>15. APPROVAL:</p> <p>_____</p> <p>CHANCELLOR DATE _____</p>

CHECKLIST OF REQUIREMENTS:

- Letter of request containing strong justification based on needs assessment
- Functional chart
- Staffing pattern
- Job descriptions