



MABALACAT CITY COLLEGE

PERSONNEL REQUISITION FORM

INSTRUCTION: Please complete all applicable sections of this form. Contact Ms. Charisse Morales, Talent Acquisition Officer, if you need any assistance. NO OFFERS should be made, either verbally or in written form, before all approvals on the form are completed.

TITLE OF POSITION REQUESTED: _____

ANTICIPATED START DATE: _____

OFFICE & UNIT: _____

Full Time Part Time Project-Based

POSITION STATUS:

New Position Replacement

PROPOSED MONTHLY/DAILY COMPENSATION: _____

POSITION DESCRIPTION

General Function of the position:

Duties and Responsibilities:

POSITION TITLE OF IMMEDIATE SUPERVISOR	POSITION TITLE OF NEXT HIGHER SUPERVISOR
POSITION TITLE OF THOSE DIRECTLY SUPERVISED	

Name & Signature of Requesting Employee	Position/Designation	Date
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The request is APPROVED NOT APPROVED

SIGNATORIES

Immediate Head	Finance Head	College President
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Comments: