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## MANPOWER REQUISITION FORM

Notes:

1. This MR is to be used for Academic and Non-academic positions only.
2. Please complete this requisition thoroughly. Use one requisition for each type of job opening.
3. When the MR is completed, it is to be submitted to the Human Resource Division.
4. Please ensure that all MRs are routed for Registrar's approval.

| Official Use Only <br> (Human Resource Division)  <br> Date Received  <br> Requisition No.  <br> Vacancy Filled by  <br> Date Offered  <br> Date Joined  <br> Processed by  |  |
| :--- | :--- |

## REQUESTOR

Name :

Faculty / Department : $\qquad$ Telephone / Ext: $\qquad$

## MANPOWER REQUIRED

Job Title : $\qquad$
Number Required : $\qquad$ Date Required: $\qquad$

## TICK ( $\sqrt{ }$ ) IN THE APPROPRIATE BOXES :

(A) This Recruitment is for :-
( ) Additional Position
( ) New Position
( ) Replacement for $\qquad$ due to ( ) Resignation
( ) Termination
( ) Promotion
( ) Transfer
(B) The position is for -

| ( ) Full-time | ( ) Temporary | $:$ | Duration |
| :--- | :--- | :--- | :--- | :--- |
| ( ) Part-time | ( ) Contract | $:$ | Duration |

## JOB SPECIFICATION

Education : $\qquad$
$\qquad$


## APPROVALS

Recommended:
Verified:
Approved:

## Requestor Signature/Date

Human Resource Division
Signature / Date
CEO\&VC / Registrar Signature/Date

REMARKS:

