



HUMAN RESOURCE MANAGEMENT OFFICE  
STAFF SERVICES

**STAFF REQUISITION FORM (SRF)**

Procedure in requesting for a support staff:

1. Fill out a Staff Requisition Form specifying the complete information required.
2. Forward the SRF to the Accounting Office; secure the notation of the Controller for budget purposes.
3. Submit the SRF to the HRMO-Staff Services with attached Job Description. The form must be received by the HRMO-SS two (2) weeks before the anticipated starting date of the staff.

REQUESTING DEPARTMENT/OFFICE

Date:

Dean/Chair/Department Head/ Director

Number of Staff Needed:

Position:

Needed on:

Duration:

Hours of Work:

Chargeable to:

Project:

New Position

Old Position

► Qualification(s):

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► Special Requirements: (please list down if there's any, i.e. licensure/board rating, etc).

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► Please attach JOB DESCRIPTION (Result-oriented format).

Requested by:

Date:

Noted for Budget:

Date:

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*Dean/Chair/Dept.Head/Director*

**MR. DEODORO E. ABIOG II**  
*Controller*

Recommending Approval:

**DR. VENICRIS M. ALONSOZANA**  
*Director, HRMO*

**DR. EPIFANIA D. ANFONE**  
*Vice Chancellor for Finance and Administrative Services*

Approved:

**BR. GUS L. BOQUER FSC, EdD**  
*President*

**FOR HRMO USE ONLY**

Date Received in HRMO-SS:

Received by:

Action:

Requisition Control Number: