
		<h1>MANPOWER REQUEST FORM</h1>		DOCUMENT NO: FM-SS-05.04	
				EFFECTIVE DATE: July 23, 2018	
				REVISION NO: 0	
				DEPARTMENT: Human Resource	
Reference #:	<input type="text"/>	Date Requested:	<input type="text"/>		
Position Title:	<input type="text"/>	Department:	<input type="text"/>		
Job Level:	<input type="text"/>	Immediate Leader:	<input type="text"/>		
Division/SBU:	<input type="text"/>	Work Location:	<input type="text"/>		
Replacement	<input type="checkbox"/>	New Position	<input type="checkbox"/>		
EMPLOYMENT STATUS					
Probationary	<input type="checkbox"/>	Project-Based	<input type="checkbox"/>		
Contractual	<input type="checkbox"/>	Reliever	<input type="checkbox"/>		
Number required:	<input type="text"/>				
Start date:	<input type="text"/>	End date:	<input type="text"/>		
Budget Salary:	<input type="text"/>				
HR REQUIREMENTS					
Justification for hiring:					
Job Description:					
Qualifications:					
Competencies Needed:					
Remarks:					
Requested by:	Noted by:	Noted By:	Approved by:		
Name:	Name:	Name: CTS	Name: EEU		
Position:	Position:	Position: SVP & CRO/CFO	Position: PRES & CEO		
Dept/SBU:	Dept/SBU:	Dept/SBU: SHARED	Dept/SBU:		

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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