

	<h1>Manpower Request Form</h1> <h2>Forms and Templates</h2>		Document Number: FM-SS-05.04
	Department: Human Resource	Effective Date: July 26, 2018	Revision No 0

 	<h2>MANPOWER REQUEST FORM</h2>		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"/> Job Level: <input type="text"/> Division/SBU: <input type="text"/>	Department: <input type="text"/> Immediate Leader: <input type="text"/> Work Location: <input type="text"/>		
Replacement <input type="checkbox"/>	New Position <input type="checkbox"/>		
EMPLOYMENT STATUS			
Probationary <input type="checkbox"/>	Contractual <input type="checkbox"/>	Project-Based <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: Position: Dept/SBU:	Name: Position: Dept/SBU:	Name: CTS Position: SVP & CRO/CFO Dept/SBU: SHARED	Name: EEU Position: PRES & CEO Dept/SBU:

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