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| **INSTRUCTIONS:** Kindly accomplish the form completely. Check the item that corresponds to your request and write the details needed on the appropriate boxes. Thank you. | |
| **OFFICE/COLLEGE: DATE:** | |
| **POSITION INFORMATION:** | |
| **POSITION TITLE:** | **NO. OF REQUEST:** |
| **STATUS:** Project Partner:  Job Order Project Based \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract of Service Part-Time Faculty  **REASON FOR REQUEST:**  Additional  Replacement of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **QUALIFICATIONS:** | |
| REQUIRED  **Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Work Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NOTE: Please attach Job Description** | PREFERRED  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **APPROVALS:** | |
| **Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Dean/Director/Unit Head) (Vice President Cluster)** | |
| **Budget Availability:**    **NENITA B. CHICO**  **Assistant Director, System Budget Office** | |
| **Assessed by:**  **HELEN P. VALENTIN**  **Assistant Director, CHRMO** | |
| **RECOMMENDING APPROVAL:**    **JAIME P. PULUMBARIT, Ph.D.**  **Vice President for Administration and Finance** | **APPROVED:**  **CECILIA S. NAVASERO-GASCON, Ph.D.**  **University President** |
| **ACTION TAKEN (For HRMO Only)** | |
| **Date Filled:** | |
| **Selected Candidate:** | |