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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:**  |