



**PERSONNEL REQUEST FORM (NON-ACADEMIC)**

Position: \_\_\_\_\_

Number Required: \_\_\_\_\_

Office/Unit: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Justification	Job Duration
Job Description	Job Qualifications

Recommended rate per day (to be accomplished by the HRMO): \_\_\_\_\_

REQUESTED BYALLOTMENT AVAILABLE

\_\_\_\_\_  
Immediate Superior

LUIS M. LANSANG, DPA  
Director, Finance Management Services

RECOMMENDING APPROVAL

ANNA C. DAYRIT, MM, MBA  
Director, Administrative Services

\_\_\_\_\_  
Cluster Vice President

REDEN M. HERNANDEZ, RCE, MM  
Executive Vice President

APPROVAL

ENRIQUE G. BAKING, EdD  
University President

FOR HRMU USE ONLY

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_