

**DON HONORIO VENTURA STATE UNIVERSITY
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 BY **ALLOTMENT AVAILABLE**

Immediate Superior

LUIS M. LANSANG, DPA

Director, Finance Management Services

RECOMMENDING APPROVAL

ANNA C. DAYRIT, MM, MBA

Director, Administrative Services

VPAF/VPRET/VPSAS

REDEN M. HERNANDEZ, RCE, MM

Executive Vice President

APPROVAL

ENRIQUE G. BAKING, Ed.D.

University President

FOR HRMU USE ONLY

Received by: _____

Date Received: _____