

kolin

KOLIN PHILIPPINES INTERNATIONAL INC.



MANPOWER REQUISITION FORM

REE CODE: MRF

Nº 01131

Date Requested: September 2, 2025

REQUISITIONING DEPARTMENT	POSITION TITLE <i>PM</i>	JOB LEVEL	NO. REQUIRED <i>1</i>	DATE NEEDED
EMPLOYMENT STATUS		NATURE OF REQUEST		REASON
<input type="checkbox"/> PROBATIONARY / REGULAR <input type="checkbox"/> CONTRACTUAL FOR _____ MOS. FROM _____ TO: _____ <input type="checkbox"/> PROJECT BASED <input type="checkbox"/> CASUAL / SEASONAL		<input type="checkbox"/> REPLACEMENT <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> ON JOB TRAINING (OJT) a. Please write on the Justification your reason on hiring OJT. b. Use another sheet if possible for the OBJECTIVES why we should hire OJT.		<input type="checkbox"/> RESIGNATION <input type="checkbox"/> INTERNAL MOVEMENT <input type="checkbox"/> NEW POSITION <input type="checkbox"/> RELIEVER <input type="checkbox"/> END OF CONTRACT <input type="checkbox"/> OTHERS _____
QUALIFICATION/REQUIREMENTS				
EDUCATION <i>College Level</i>	AGE RANGE <i>20-28</i>	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Either Sex	CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married	
EXPERIENCE <i>Preferably with Experience in Sales</i>				
OTHER REQUIREMENTS <i>Preferable Applicants Ordered by Dealer.</i>				
JOB DESCRIPTION				
<i>1. to be assigned at Imperial Cutikan</i> <i>2. to be assigned target</i> <i>3. in charge of all transaction involving products</i> <i>4. to prepare and submit required reports</i>				
JUSTIFICATION FOR HIRING				
<i>Replacement for PM (Elen Arevalo)</i>				
REQUESTED BY	RECOMMENDING APPROVAL		APPROVED BY	
<i>[Signature]</i> SIGNATURE OVER PRINTED NAME DATE REQUESTED _____	DEPT HEAD DATE	HRD DATE	VP-FIN/HRA DATE	PRESIDENT/CEO DATE

HRMRF-02-081519