

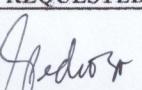
kolin
KOLIN PHILIPPINES INTERNATIONAL INC.



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 checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input 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>Prioritize applicants endorsed by Sales.</i>				
JOB DESCRIPTION				
1. to be assigned at Imperial Citiclan 2. to hit assigned target 3. in charge of all transaction involving products 4. to prepare and submit required reports				
JUSTIFICATION FOR HIRING <i>Replacement for PM (Glen Avelo)</i>				
REQUESTED BY  SIGNATURE OVER PRINTED NAME DATE REQUESTED _____	RECOMMENDING APPROVAL		APPROVED BY	
DEPT HEAD DATE	HRD DATE	VP-FIN/HRA DATE	PRESIDENT/CEO DATE	