



HR HUMAN RESOURCE DEPT.

KOLIN PHILIPPINES INTERNATIONAL INC.

MANPOWER REQUISITION FORM



REQUISITIONING DEPARTMENT SALES DEPT.	POSITION TITLE PRODUCT MERCHANDIZER	JOB LEVEL	NO. REQUIRED ONE (1)	DATE NEEDED <i>ASAP</i>	REF. NUMBER
EMPLOYMENT STATUS <input checked="" type="checkbox"/> PROBATIONARY / REGULAR <input type="checkbox"/> CONTRACTUAL FOR _____ MOS. FROM _____ TO: _____ <input type="checkbox"/> PROJECT BASED <input type="checkbox"/> CASUAL / SEASONAL		NATURE OF REQUEST <input checked="" 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.		REASON <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 checked="" type="checkbox"/> OTHERS _____	
QUALIFICATION/REQUIREMENTS					
EDUCATION COLLEGE GRADUATE OR AT LEAST 2 ND YR. COLLEGE LEVEL		AGE RANGE 25-42 YEARS OLD	SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Either Sex	CIVIL STATUS <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married	
EXPERIENCE <ul style="list-style-type: none"> PREFERABLY WITH EXPERIENCE IN APPLIANCE INDUSTRY AND SIMILAR CAPACITY. 					
OTHER REQUIREMENTS <ul style="list-style-type: none"> PHYSICALLY FIT & AGGRESSIVE. WITH GOOD MORAL CHARACTER. AT LEAST WITH PLEASING PERSONALITY. 					
JOB DESCRIPTION <ul style="list-style-type: none"> TO PROMOTE & SELL KOLIN PRODUCTS. TO DEVELOP & MAINTAINED GOOD WORKING RELATIONSHIP W/ THE DEALERS & BRANCH OFFICERS. TO REPORT COMPETITORS PROMOTIONS THAT AFFECTS THE SALES OF KOLIN PRODUCTS. 					
JUSTIFICATION FOR HIRING					
REplacement FOR Mr. MARVIN MARQUEZ CSI APPLIANCE (AGOO LA UNION BRANCH)					
REQUESTED BY <i>10-6-25</i> MR. ROLADO M. TABLANZA JR. SR. AO DAGUPAN-NORTH LUZON SIGNATURE OVER PRINTED NAME	RECOMMENDING APPROVAL		APPROVED BY		
	DEPT	HEAD DATE	HRD	DATE	VP-FIN/HRA DATE
					PRESIDENT/CEO DATE

HRMRF-02-050111