



KOLIN PHILIPPINES INTERNATIONAL INC.

MANPOWER REQUISITION FORM



REQUISITIONING DEPARTMENT SALES DEPT.	POSITION TITLE PRODUCT MERCHANDIZER	JOB LEVEL	NO. REQUIRED ONE (1)	DATE NEEDED 7/5/21	REF. NUMBER
EMPLOYMENT STATUS <input checked="" type="checkbox"/> PROBATIONARY / REGULAR <input checked="" 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 <p style="text-align: center;">REPLACEMENT FOR Mr. MARVIN MARQUEZ CSI APPLIANCE (AGOO LA UNION BRANCH)</p>					
REQUESTED BY MR. ROLANDO Y. TABLANZA JR. SR. A/D AGUPAN-NORTH LUZON SIGNATURE OVER PRINTED NAME	RECOMMENDING APPROVAL DEPT HEAD DATE		APPROVED BY HRD DATE VP-FIN/HRA DATE PRESIDENT/CEO DATE		

HRMRF-02-050111