



KOLIN PHILIPPINES INTERNATIONAL INC.

**MANPOWER REQUISITION FORM**

STORE class B

REQUISITIONING DEPARTMENT SALES DEPT.	POSITION TITLE PRODUCT MERCHANDIZER	JOB LEVEL	NO. REQUIRED ONE (1)	DATE NEEDED ASAP	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 checked="" 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 COLLEGE GRADUATE OR AT LEAST 2 <sup>ND</sup> YR. COLLEGE LEVEL		AGE RANGE 24-35 YEARS OLD	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 • PREFERABLY WITH EXPERIENCE IN APPLIANCE INDUSTRY AND SIMILAR CAPCITY.					
OTHER REQUIREMENTS • PHYSICALLY FIT & AGGRESSIVE. • WITH GOOD MORAL CHARACTER. • AT LEAST WITH PLEASING PERSONALITY.					
JOB DESCRIPTION • 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  <b>REPLACEMENT FOR Mr. BEEJAY CAPITLE CSI APPLIANCE (MANAOAG BRANCH)</b>					
REQUESTED BY 12.15.24 MR. ROLAND V. TABLANZA JR. SR/ AO DAVAO-PAN-NORTH LUZON	RECOMMENDING APPROVAL		APPROVED BY		
SIGNATURE OVER PRINTED NAME	DEPT HEAD DATE	HRD DATE	VP-FIN/HRA DATE	PRESIDENT/CEO DATE	

HRMRF-02-050111