



HR HUMAN
RESOURCE
DEPT.

KOLIN PHILIPPINES INTERNATIONAL, INC.

MANPOWER REQUISITION FORM

STORE CLASS B

REQUISITIONING DEPARTMENT SALES DEPT.	POSITION TITLE PRODUCT MERCHANTIZER	JOB LEVEL	NO. REQUIRED ONE (1)	DATE NEEDED ASAP	REF. NUMBER			
EMPLOYMENT STATUS		NATURE OF REQUEST		REASON				
<input checked="" type="checkbox"/> PROBATIONARY / REGULAR <input type="checkbox"/> CONTRACTUAL FOR _____ MOS. FROM _____ TO: _____ <input type="checkbox"/> PROJECT BASED <input type="checkbox"/> CASUAL / SEASONAL		<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.		<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 COLLEGE GRADUATE OR AT LEAST 2 ND 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 <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								
<h2 style="text-align: center;">REPLACEMENT FOR Mr. BEEJAY CAPITLE CSI APPLIANCE (MANAOAG BRANCH)</h2>								
REQUESTED BY MR. ROLANDO V. TABLANZA JR. BRAO DAGUPAN-NORTH LUZON	RECOMMENDING APPROVAL			APPROVED BY				
SIGNATURE OVER PRINTED NAME 12. 15. 24	DEPT HEAD	DATE	HRD	DATE	VP-FIN/HRA	DATE	PRESIDENT/CEO	DATE