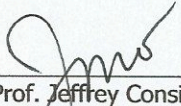


Policy No:	ADM-POL- 0049
Policy Title:	Policies on Manpower Requisition
Implementation Procedure:	ADM-PROC-0027 Manpower Requisition Procedure
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to define the Colegio's policy in the preparation, modification and disposal of all 201 files.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All superiors who need to request for additional manpower should fill out a Personnel Requisition Form. • All requests for new or additional personnel should be verified by the Budget Officer and acknowledged by the Vice Rector for Financial Affairs. • The Rector and President holds the final approval for the requisition of the request for manpower. • The Human Resources Department has the sole responsibility in the processing, recruitment, selection and hiring of the additional manpower.
Applicability:	All employees
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009 Personnel Requisition Form
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval	

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