

**CHECKLIST OF REQUIREMENTS**  
**REQUEST FOR AUTHORITY TO FILL VACANT PLANTILLA ITEM**

Unit: \_\_\_\_\_ Position Title: \_\_\_\_\_ Item No.: \_\_\_\_\_

**Date and Reason for Vacancy** (please include name of former incumbent; in case of resignation or optional retirement, please attach resignation letter or any relevant document):

\_\_\_\_\_

Requirement	Annex <i>(please label attachments properly for easy tracking of required documents)</i>	Remarks (Complete, Incomplete, None, Adequate/Inadequate?)/Questions/Suggestions	
	<i>(To be filled out by requesting unit)</i>	<i>(To be filled out by HRDO Analyst)</i>	
1. List of <b>Duties and Responsibilities</b> of the requested position <i>(please indicate corresponding percentages)</i>			
2. <b>Functions (mandate)</b> of the unit or functional chart			
3. <b>Present Personnel Chart</b>			
4. <b>Present Duties and Responsibilities of each staff</b>			
5. <b>Signs and degree of backlog</b> <i>(indicate the specific backlogs created by the vacancy of the item)</i>			
6. <b>Coping mechanism</b> <i>(identify the particular staff as well as the exact functions that were temporarily delegated during the vacancy of the item)</i>			
7. Statement on the <b>mission and goals</b> of the unit over the next five (5) years			
8. <b>Contribution</b> of the proposed recruitment on the abovementioned mission and goals of the unit			
9. <b>Proposed staffing complement</b> <i>(include proposed number of staff in each section/division, the corresponding position titles and proposed duties and responsibilities)</i>			
10. Other <b>relevant information</b> <i>(i.e., plans for skills development and support the new employee and other supportive measures, resources/equipment; list of existing and proposed projects/researches/trainings/innovations; for academic units: no. of enrollees for the past 2 years and no. of regular and temporary faculty)</i>			
11. <b>Selection Matrix</b> <i>(required technical skills and competencies, i.e., percentages of performance rating, education, training, experience, accomplishments, physical characteristics &amp; personal traits and potentials based on the approved Merit Selection Plan)</i>			
12. The constitution/membership of the unit's <b>Administrative Personnel Committee</b>			