

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 Duties and Responsibilities of the requested position <i>(please indicate corresponding percentages)</i>			
2. Functions (mandate) of the unit or functional chart			
3. Present Personnel Chart			
4. Present Duties and Responsibilities of each staff			
5. Signs and degree of backlog <i>(indicate the specific backlogs created by the vacancy of the item)</i>			
6. Coping mechanism <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 mission and goals of the unit over the next five (5) years			
8. Contribution of the proposed recruitment on the abovementioned mission and goals of the unit			
9. Proposed staffing complement <i>(include proposed number of staff in each section/division, the corresponding position titles and proposed duties and responsibilities)</i>			
10. Other relevant information <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. Selection Matrix <i>(required technical skills and competencies, i.e., percentages of performance rating, education, training, experience, accomplishments, physical characteristics & personal traits and potentials based on the approved Merit Selection Plan)</i>			
12. The constitution/membership of the unit's Administrative Personnel Committee			