

**ANNUAL GRADUATE REQUISITION FORM
FOR THE YEAR.....
MINISTRY/AGENCY:.....**

Department	Division/Section	Current Staffing Status:Officers level (P2-S1)		
		No. Approved	No. Existing	Difference (Approved-Existing)
TOTAL				

Department	Division/Section	GRADUATE REQUISITION FOR (P4/P5):		
		Position Title	No. Required	Qualification Required
REQUISITION TOTAL				

NOTE: The above annual graduate requisition shall supersede all the earlier requisition submitted to the RCSC and this shall remain valid till the next annual graduates requisition submitted in July of the following year.

REFERENCE:

HR Committee Meeting held on.....

Prepared By:

Signature:
Name:
Position Title:
Date:

Chairperson of the HR Committee

Signature:
Name:
Position Title:
Date: