

2. List of duties and responsibilities attached to the position/item with corresponding percentages: (Pls. use additional sheet if necessary)

a. _____

b. _____

c. _____

3. Signs and degree of work backlog due to vacancy of the position/item (Pls. use additional sheet if necessary)

a. _____

b. _____

c. _____

4. Coping mechanism/s relative to the vacant/vacated position/item (Please use additional sheet if necessary)

a. _____

b. _____

c. _____

5. Other Justifications:

a. _____

b. _____

c. _____

d. _____

6. Organizational/personnel chart (to be attached)

7. Functional Chart (to be attached)

8. Statement on the mission and goals of the unit over the next five (5) years

9. Contribution of the proposed recruitment on the stated mission and goals

