

REQUEST FOR RECRUITMENT ASSISTANCE

**TO: Recruitment Division
Labor and Employment Center**

1. **NAME OF COMPANY**
2. **COMPANY REPRESENTATIVE/TEL. NO.:**
3. **COMPANY OFFICE ADDRESS/TEL. NO. :**
4. **JOB VACANCY:** (Specify Position, the Number of Personnel to be hired for each position, the number of Persons you want to be endorsed, if applicable.).
5. **DUTIES AND FUNCTIONS:**
6. **QUALIFICATIONS:**
7. **CLOSING DATE OF POSITION(S) REQUESTED / PICK-UP OF ROE:**
(The Labor Center will coordinate with your office if closing date is appropriate to position requested, depending on Qualification Requirement(s) of Requested Position(s) and availability of application on file, “Until Further Notice” is not acceptable).
8. **DATE/TIME FOR JOB INTERVIEW/EXAM/TEST (Mandatory):**
9. **VENUE FOR INTERVIEW:**
10. **DATE/MONTH EXPECTED TO HIRE REQUESTED WORKERS:**
11. **DOCUMENTS REQUIRED FROM APPLICANT(S):**

Name and Signature of Requestor

Position

Date

NOTE:

THE SBMA LABOR CENTER NEEDS AT LEAST THREE (3) DAYS TO SCREEN QUALIFIED APPLICANTS AND PREPARE THE REGISTER OF ELIGIBLES (ROE's) BEFORE SUBMITTING IT TO YOUR COMPANY.