



Reference No.: BatStateU-FO-REQ-03

Effectivity Date: May 20, 2020

Revision No.: 01

Title: **REQUEST FOR ADDITIONAL FACULTY / STAFF**

College/ Office:

Campus:

Current No. of Faculty/ Staff:

No. of Additional Faculty/ Staff Requested:

Number of Needed Employee/
Field(s) of Specialization:

Required Qualifications

Education

Experience

Expertise

Reason for the Request:

- faculty/employee previously given the teaching/work load resigned/ is not renewed/ is on leave
- lack of qualified faculty/ employee to handle the work/ teaching load
- maximum number of allowable teaching/ work hours met by the current faculty members/ staff
- others, please specify: _____

Effectivity Date:

Requested by:

NAME
Head of Office

Reviewed and Verified:

NAME
Director for Administration Services/Executive Director

Recommending Approval:

NAME OF VP CONCERNED
VPAA / VPRDE / VPEAI

Certified:

- Funds available
- No funds available for the purpose

NAME
Assistant Director, Accounting

Recommending Approval:

NAME
VP for Administration and Finance

Approved:

NAME
University President

Remarks:

Required Attachments: If Request for Faculty (1) Teaching Load; (2) Teaching Schedule

If Request for Staff: (1) Duties and Responsibilities including Salary Grade and estimated Monthly Salary

Tracking Number: _____