PHILIPPINE GENERAL HOSPITAL

**The National University Hospital**

University of the Philippines Manila

Taft Avenue, Manila

### PHIC - Accredited Health Care Provider

**ISO 9001 Certified**

# ASSESSMENT FOR THE REHIRING OF JOB ORDER PERSONNEL

# I. AREA OF ASSIGNMENT

**II. GENERAL FUNCTION OF THE DEPARTMENT/DIVISION/OFFICE/UNIT**

**III. CURRENT MANPOWER STATUS**

1. **Regular Personnel**

|  |  |  |
| --- | --- | --- |
| **Plantilla Position** | **Number of Filled Positions** | **Number of Unfilled Positions** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

1. **Job Order Personnel**

|  |  |
| --- | --- |
| **Position** | **Number of Personnel** |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**IV. JOB ORDER PERSONNEL TO BE REQUESTED FOR REHIRING**

|  |  |
| --- | --- |
| **Position** | **Number of Personnel** |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**V. REQUIRED QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Education** | **Experience** | **Special Skill** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**VI. SPECIFIC PROJECT/ACTIVITY/PROGRAM**

**(*For each personnel to be rehired*)**

**VI. SCOPE OF WORK (*For each personnel to be rehired*)**

1. Duration
2. Tasks to be performed

**VII. JUSTIFICATION FOR THE NEED TO REHIRE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Head of the Department/Division/Office/Unit

**Endorsed by:**

**MARIA TERESA JULIETA U. BENEDICTO, MD**

Deputy Director for Administration

**Approved by:**

**GERARDO D. LEGASPI, MD**

Director