MANPOWER REQUISITION FORM (MRF)

(Fill up by Head of Division)

COMPANY NAME : Pro Office Technology Sdn Bhd
REQUESTED BY : Siti Nor Azam Hashim
DIVISION & UNIT : STD
DATE OF REQUEST : 24/02/2025

Title/ Position:	Report to:	Level / Grade:	No. of Headcount Needed:

Expected Commencement Date:	Work Location	Work Mode:
		(✓) On-site ( ) Hybrid ( ) Remote

Employment Status:		Duration (if applicable):	Position Level:	
	Permanent			Executive
	Contract (state period)	_____ month(s)	✓	Non-Executive
✓	Trainee/ Internship for (state period)	_____ month(s)		Managerial
	Temporary for (state period)	_____ month(s)		Senior Manager
	Daily Worker / Casual			

Reason for Requisition:

	New Position
✓	Temporary/Intern Support
	Replacement

Replacement for Resigned/Promoted/Transferred: _____

Justification for the Requisition:

We need intership staffs to support our daily operation in software developement

Salary & Benefits Details:
a. Proposed Salary Range
   : RM ……………… to RM ………………   /monthly
b. Allowances (if any)   :……………….………………………….
c. Other Benefits   :……………….………….……………….

Job Qualification:
a. Age   : Min ……-…… Max ….30…… years old
b. Marital Status   : ………-……….. Gender: …Female…
c. Minimum Education Level   : .Diploma……………………….
                                : …………………………………….
d. Field of Study: : ..Computer Science & Information Technology
e. Years of Experience Required : ………….-………….. Years

f. Specific Skills/Competencies Required:
   1) Programming (eg: php, javascript, css, html)
   2) Database management (eg: MySql)
   3) _____

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APPROVED BY	NAME	SIGNATURE	DATE
Hiring Manager			
HR Department			
Chief Operating Officer / Group Chief Executive Officer			

HR DEPARTMENT USE ONLY
Recruitment Strategy   : (   ) External Hiring   (   ) Headhunting   (   ) Internal Promotion (   ) Internship Program
Estimated Time to Hire   :
Budget Availability   : (   ) Yes (   ) No
Monthly Basic Salary   :
Allowance(s)   :

HR Notes:	HR Signature:	
	Name:	Date:

Notes   i) Prior approval is required before the recruitment process start.

     ii) Salary must align with company budget & industry standards.

     iii) HR to validate the availability of the role before initiating hiring.

     iv) Use separate form for different position / title.