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| A yellow and red logo with a triangle and a sun  Description automatically generated TARLAC STATE UNIVERSITY  OFFICE OF HUMAN RESOURCE DEVELOPMENT & MANAGEMENT  **RECRUITMENT, SELECTION AND PROMOTION UNIT** |

**Request Form to Hold the Hiring of Job Order**

Requesting Office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Taken:

Hold the request (Until when: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Reason/ Justification for the Action:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Requested by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Signature over Printed Name)

Noted by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Signature over Printed Name)

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| Form No.: TSU-RSP-SF-34 | Revision No.: 00 | Effectivity Date: October 6, 2023 | Page 1 of 1 |