



## VACANCY CLEARANCE REQUISITION FORM

To: Secretary, MLHRD	Cc:
Attn: NER Officer	Date:

<b>PART 1 - Ministry Vacancy Details</b>			
<b>A) Ministry:</b>		<b>B) Division:</b>	
Position Title	Salary Level	No. of Vacancy	Position PQR
Clearance Request is for (please tick): Permanent Appointment <input type="radio"/> Contract Appointment <input type="radio"/> Temporary Appointment <input type="radio"/>			
Officer Name:	Position Title:	Ministry Stamp:	
Officer Signature:	Date:		
<b>PART 2 - PSO Clearance</b>			
<b>A) PSO IT UNIT CONFIRMATION OF VACANCY:</b>			
i) Position Vacant :	ii) Number of position vacant:		
iii) <u>IT Unit Comments:</u>	iv) IT Officer Name:		
	v) Signature:		
	vi) Date:		
<b>B) HRMC PQR CONFIRMATION &amp; CLEARANCE</b>			
i) Is the Position PQR in line with the current PQR Framework? (Please circle)		Yes	No
If "YES" go to iii, If "NO" go to ii.			
ii) Finalizing of PQR:			
a) PQR Agreed (after consultation with Ministry)	PQR -		
b) Was the PQR waived? (Please circle) <b>Yes</b> <b>No</b>	<u>HRMC Comments:</u>		
c) If Yes, state the reasons/rationales:			
d) Name & Designation of counterpart in Ministry:			
iii) Clearance is hereby provided for the following position(s) and PQR(s):			
Position		PQR	
Signature: _____ Name: _____ Date: _____ PSO Stamp:			
For Secretary, PSO			