

# Manpower Requirement Justification Template

Department/Unit:

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Requestor Name & Position:

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Date:

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## 1. Position Details

**Position Title**

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**Type (New/Replacement)**

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**Employment Type (Full-time/Part-time/Contract)**

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**No. of Positions Needed**

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**Proposed Start Date**

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## 2. Justification for Requirement

Briefly explain the need for this manpower (e.g. business growth, backlog, new project, skill gap, etc.):

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Impact if the position is not filled:

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## 3. Job Responsibilities & Required Qualifications

Main Responsibilities:

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Required Skills/Qualifications:

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## 4. Alternatives Considered

Summarize alternatives to hiring (e.g. internal reallocation, outsourcing) and why they are not feasible:

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## 5. Approval

**Initiator Signature/Date**

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**Department Head Signature/Date**

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**HR Review/Date**

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**Final Approval/Date**

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### **Important Notes**

- Ensure all sections are completed and supported with objective data wherever possible.
- This document supports resource planning and budget decisions.
- Consult HR policies for hiring procedures and required approvals.
- Incomplete forms may delay processing and approval of your request.