



LABOR DEPARTMENT

Manpower Services Division, Bldg. 255, Barryman Road, Subic Bay Freeport zone, Phils. 2222

Telephone (6347) 252-4346/4073/4101 Web: http://www.mysubicbay.com.ph Facsimile (6347) 252-4494

DEPARTMENTAL QUALITY FORM
LBD-MSD-RRA-01-19
REVISION NO. 04
EFFECTIVITY DATE:09/01/2019

REQUEST FOR RECRUITMENT ASSISTANCE (RRA)

Control No.: _____
Opening Date: _____
Closing Date: _____

**TO: Manpower Services Division
Labor Department**

1. NAME OF COMPANY:		
2. COMPANY REPRESENTATIVE/TEL.NO.:		
3. COMPANY ADDRESS / TEL.NO.		
4. JOB VACANCY:	POSITION TITLE:	NUMBER OF PERSONNEL TO BE HIRED FOR THE POSITION:
5. DUTIES and FUNCTIONS:		
6. QUALIFICATIONS: (Please attach additional sheet if necessary)		
7. CLOSING DATE OF POSITION(S) REQUESTED / PICK-UP DATE OF REGISTER OF ELIGIBLES (ROE): (The Labor Department will coordinate with your office regarding your RRA and ROE)		
8. DATE / TIME FOR EXAMINATION / INTERVIEW:		
9. VENUE FOR INTERVIEW: (Complete Address)		
10. DATE / MONTH EXPECTED TO HIRE REQUESTED WORKERS:		
11. DOCUMENTS REQUIRED FROM APPLICANTS:		

Received by

Date & Time

Name and Signature of Requestor

Position

Date

Note: THE SBMA LABOR DEPARTMENT NEEDS AT LEAST THREE (3) WORKING DAYS TO PRE-SCREEN QUALIFIED APPLICANTS AND PREPARE THE REGISTER OF ELIGIBLES (ROE) BEFORE SUBMITTING IT TO YOUR COMPANY.

PLEASE SEND THRU FAX AT TEL.NO. (047) 252-4494 OR HANDCARRY THE ACCOMPLISHED REQUEST OF RECRUITMENT ASSISTANCE (RRA) AT MANPOWER SERVICES DIVISION, RM.125. BUILDING 255.