De La Salle University
REQUEST FOR WEB POSTING OF VACANCIES (FACULTY, ASF, ASP, CAP)

Reference No.		To be accomplished by ITS
Position		The official title (and level, if applicable) must be used
Office		The complete name of the office (not acronym) must be used
Classification		Classification refers to *Contractual Employees* of the University
Posting Date [1]		Refers to the date when the posting should be made. Appropriate lead time should be made from the preparation of this form, signing and submission to ITS (G309)
Closing Date		Refers to the last date when the posting should appear. For classifications other than CAP, an indefinite period may be stated as *"Open until filled"*
Salary		Preferably expressed as a range. Entries may also be *"Confidential"* or *"Negotiable"*
Qualifications		Preferably expressed in concrete/objective terms such as *"Must be a graduate of…"* This field should have from 3 to 5 entries

Job Description/ Summary

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Qualifications		Preferably expressed in concrete/objective terms such as "Must be a graduate of…" This field should have from 3 to 5 entries
Job Description/ Summary		Should be expressed in terms of what the position entails. This field should have from 3 to 5 entries.