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 any of the following: Faculty, Academic Service Faculty (ASF), Administrative Service Personnel (ASP), Co-Academic Personnel (CAP)
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