Department Control No. Click here to enter.

Date: Click here to enter date. DHRD Request No: Click here to enter.

Department/Division: Click here to enter.

Period of Service: From Click here to enter date. To Click here to enter date.

**REQUEST for EXEMPTION of CONTRACTUAL SERVICES**

(for BU1 and/or BU10-type work)

**ATTACHMENT B**

(Positions are vacant and hard to fill; no qualified applicants)

1. Please provide a brief description of the services needed (e.g., groundskeeping, janitorial, air conditioning maintenance, etc.):

Click here to explain.

1. Please provide the specific location(s) where the services will be performed (e.g., island, building name, address, etc.)

Click here to explain.

1. How many positions are vacant and what are the class titles and position numbers of the positions (e.g., 1 Groundskeeper I; 3 Janitor II, etc.)?

Click here to explain.

1. How long have the positions been vacant?

Click here to explain.

1. Is recruitment pending?

Yes or No.

* 1. If yes, how long has it been pending and what is the status?

Click here to explain.

* 1. If no, when was the last time recruitment was conducted?

Click here to explain.

1. Has your department ever made a request to DHRD to declare the class to be in a shortage category?

Click here to explain.

1. Are there specific qualification(s) preventing potential and existing employees from qualifying for the position (e.g., special license, lack of work experience, etc.)?

Click here to explain.

1. Are there any other characteristics of the position that may be preventing potential and current employees from applying for the position (e.g., undesirable location, non-competitive pay, etc.)?

Click here to explain.

1. Are there any other reasons why the positions are vacant?

Click here to explain.