

# User Guide

## PHN Forms Management System

MANPOWER REQUISITION FORM



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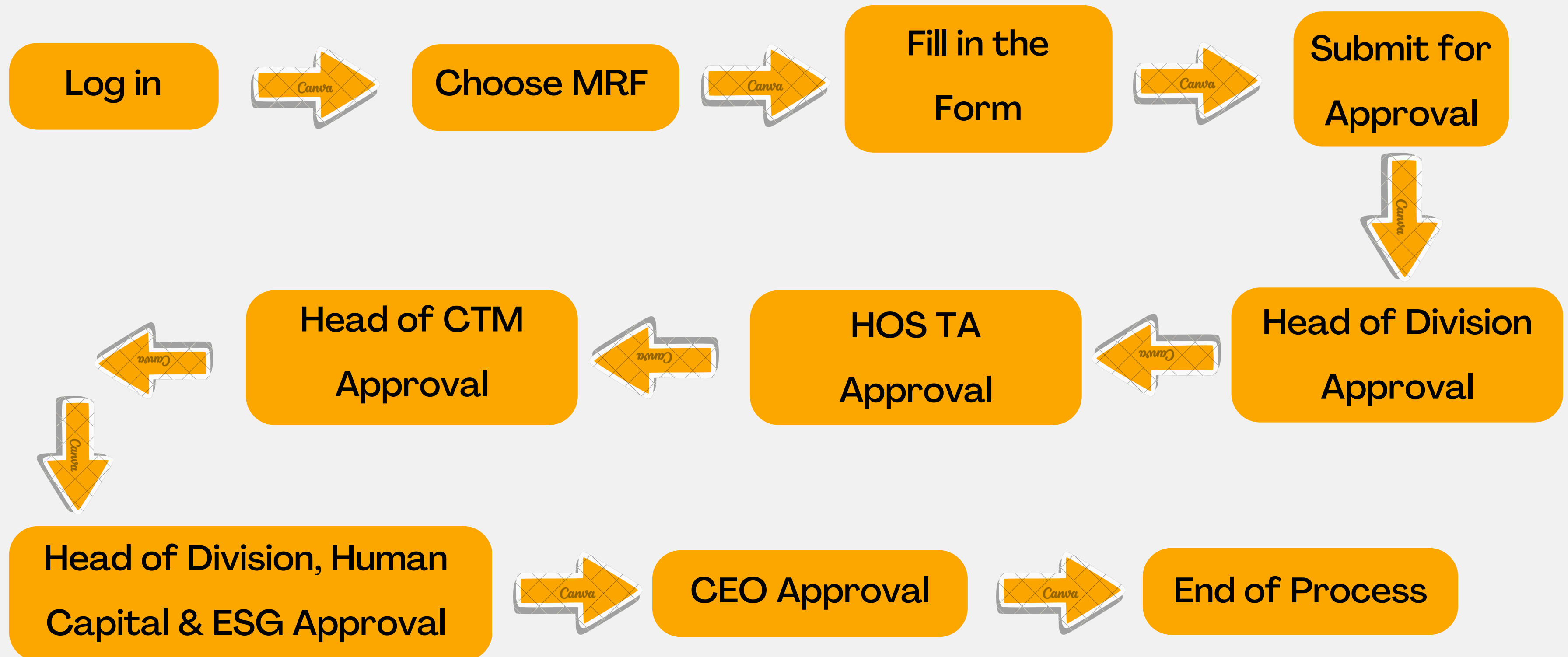
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HUMAN CAPITAL & ESG DIVISION



# User Guide Flow – Manpower Requisition Form (MRF)



# Requisition User Guide

## 1) System Access

- Go to: <https://forma.phn.com.my/login>
- Log in or sign up.


## Note :

- Users below HOS level must register before accessing the system.
- Users at HOS level and above may log in using their staff ID with the default password “P@ss1234”.
- Once logged in, it is recommended to update your password.

**PHN FMS**  
PHN Forms Management System

**Welcome back**  
Sign in to your account to continue

Staff Id

Password  
 

[Forgot Password?](#)

**Sign in**


Don't have an account? [Sign up](#)

## 2) Form Selection


- Click on the Form tab and select the Manpower Requisition tab.

The screenshot displays the HR Dashboard interface. On the left, a dark blue sidebar contains navigation options: 'Dashboard', 'Form', 'Approval', and 'Profile'. The 'Form' option is highlighted in purple and has a yellow mouse cursor icon with a '1' next to it. The main content area has a dark blue header with 'HR Dashboard' and a 'Forms' tab. Below the header, the title 'HR Forms' is displayed, followed by the instruction 'Select a form to submit your request'. A white card titled 'Man Power Requisition' is shown, featuring a person icon with a plus sign, the text 'Request a man power to help you organize your works.', and a 'Start >' button. A yellow mouse cursor icon with a '2' next to it is pointing at the 'Man Power Requisition' card.

**Date of Submission**

Select date 


**Division**

HUMAN CAPITAL AND ESG 

**Department**

CULTURE AND TALENT MANAGEMENT 

**Section**

RECRUITMENT 

**Reporting To**

Select an option 

**No Requested**

No Requested


**Current Headcount**

Current Headcount

**Approved Requirement**

Approved Requirement

**Work Location**

PHNSA 

**Workstation Availability**

Yes  No

**Employment Type**

Permanent  Contract

**Manpower Plan**

Budgeted  Non-Budgeted

**Approved AMP**

Approved AMP

### 3) Complete the Information

- **Category** – Select either Replacement or Additional.
- **Submission Date** – The date the form is submitted.
- **Current Manpower** – Current headcount as of the submission date.
- **Approved Requirement** – Indicate the approved headcount or refer to the Annual Manpower Planning (AMP).
- **Division, Department, Section** – Select according to the organizational structure.
- **Reporting To** – State the position/person to whom the vacant position will report.
- **Number of Request & Work Location** – Fill in the number of positions requested and the work location.
- **Work Station** – Indicate whether a workstation is available or not available.
- **Employment Type** – Permanent / Contract.
- **Manpower Plan** – Budgeted (including AMP) / Non-Budgeted.
- **Approved AMP** – Approved annual manpower planning headcount.

**Key Requirements**

Key Requirement

**Key Responsibility**

Key Responsibilities

**Reason of Requisition**


**Replacement**  
(Please provide copy of resignation details for replacement hiring)

**Additional**  
(Please provide justification for additional manpower request)

**Incumbent Name**

Incumbent Name

**Last Working Day**

Select date 

#### 4) Fill in the Position Requirements

- **Key Requirements** – Main requirements of the position.
- **Key Responsibilities** – Main responsibilities of the position.
- **Reason for Requisition** – Select Replacement or Additional.
- **Replacement** → Fill in the name of the existing employee and their last working date.
- **Additional** → Tick the relevant box and provide justification.

## 5) Attachments and Submission


- Attach Organizational Chart and Job Description
- Remark – Optional
- Click Submit

**File Attachment**

Choose a file or drag & drop Browse

**Remarks**

Remarks

Submit 

# Approval Workflow for Manpower Requisition

## Form

## Step-by-Step Approval Process

### 1) Log In to the System

- The Head of Division logs in to the PHN Forms Management system.



### 2) Access the Approval Menu.

- Select the submission you want to review.

### 3) Review Application

- Click on the application.
- Scroll down to review the complete information.

### 4) Make a Decision

- Click the “Approve” or “Reject” button.

### 5) Next Approval Process

- Once approved, the system will automatically send a notification to the next approver in the approval workflow.

### 6) Final Approval

- Once approved by the Chief Executive Officer (CEO), the applicant (Requisitor) will receive an email notification as official confirmation of the approval.

**Approval**

Last Working Day  
2026-02-28

File Attachment  
Choose a file or drag & drop Browse

[Download: 177077736914I-Amir Anwar Syarifuddin @ PHN Industry Sdn Bhd.url](#)

Remarks  
test

Reject Approve

# Time for Questions

**THANK YOU**

*Carver*

