

Reference No. 2024- 14
January 18, 2024

MEMORANDUM FOR THE DIRECTOR

FROM : HUMAN RESOURCE MANAGEMENT UNIT (HRMU)
SUBJECT : Requesting for Authority to Post Vacant Position

We are formally requesting approval from the Office of the Director for the posting of the vacant position of **Administrative Aide VI (Clerk III)**, to be assigned to the Knowledge Management and Information Systems Division.

Attached for your reference are the qualification standards, which outline the education, experience, training and competencies required for the above-mentioned positions.

For your perusal and further instructions.



JUDE RAY P. LAGUNA
Head, HRMU

- APPROVED
 DISAPPROVED

JUNEL B. SORIANO, PhD
Director