

ATTENTION

Office of Human Resources

Request to Open/Post Position

Because of the recent resignation/promotion/transfer of

_____ ,

I request that the position of _____

be considered to be filled and the vacancy posted as soon as possible.

_____ Post Vacancy for 1 Week (7Days)

_____ Post Vacancy Until Filled

Principal/Supervisor's Signature

Campus/Department

Date

Human Resources Office Use ONLY

VERIFIED BY COORDINATOR

DATE

APPROVED BY DIRECTOR

DATE