

## Instructions:

1. Please fill in the following details and submit the same to the Law Department or Office of the Regional Election Director concerned
2. Additional Sheets may be used.

**APPLICATION FOR REQUEST FOR AUTHORITY TO APPOINT OR HIRE  
NEW EMPLOYEES**

(For the \_\_\_\_\_ *Barangay* and *Sangguniang Kabataan* Elections)

| Name of Personnel | Position and Salary Grade | Date of Appointment | Cause of Vacancy, if applicable | Name of Requesting Authority, Position and Name of Agency |
|-------------------|---------------------------|---------------------|---------------------------------|---|
|                   |                           |                     |                                 |   |
|                   |                           |                     |                                 |   |
|                   |                           |                     |                                 |   |

**CERTIFICATION**

I, \_\_\_\_\_ of \_\_\_\_\_, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the \_\_\_\_\_ *Barangay* and *Sangguniang Kabataan* Elections;
- 2) that the request shall not involve promotion or the giving of salary increases, remuneration or privileges during the prohibitive period before the \_\_\_\_\_ *Barangay* and *Sangguniang Kabataan* Elections which is strictly prohibited without any exception whatsoever; and
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements.

Prepared and Submitted by:

\_\_\_\_\_  
Position & Name of Agency \_\_\_\_\_

Date: \_\_\_\_\_