 Republic of the Philippines

**PROVINCE OF BENGUET**

La Trinidad

**OFFICE OF THE GOVERNOR**

Poblacion, La Trinidad

Main: (telefax) 074-422-2004/Admin: 074-422-2609/Records:/074-422-2132

${date\_created}

**TO : ALL CONCERNED**

Human Resource Merit Promotion and Selection Board

This Administration

Please be informed that we will have a meeting on **${meeting\_date}**, 9 A.M. at the ${venue}. We shall deliberate on the following:

1. Roll Call
2. Review of the Minutes of previous meeting
3. Matters Arising from the minutes of previous meeting
4. Main Business:

Filling up of the following vacant positions:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Position** | **Salary Grade** | **Office** |
| ${no} | ${position} | ${salary\_grade} | ${office} |

1. Other Matters
2. Adjournment

Your personal presence is enjoined.

|  |  |
| --- | --- |
|  | **${governor}** |
|  | Provincial Governor |

**Distribution:**

${members}

${heads}

${secretariat}

* Mr. Gleen G. Miguel, Administrative Aide I, PHRMDO