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| TO: **Name of the ARO Chief**  Chief, Alumni Relations Office | |
| **I. Requestor’s Details** | |
| 1. Name of Requestor |  |
| 1. Job Title |  |
| 1. Contact Number of Requestor |  |
| 1. Email Address of Requestor |  |
| **II. Company Details** | |
| 1. Name of Company |  |
| 1. Company Address |  |
| 1. Contact Number |  |
| 1. Email Address |  |
| **III. Job Advertisement** |  |
| 1. Job Vacancies |  |
| 1. Job Specifications of the Job Vacancies |  |
| 1. Graduates Preferred |  |
| 1. Salary / Benefits (if available) |  |
| **IV. Attachment** |  |
| 1. Job Posting (please submit the soft copy at [aro@mmsu.edu.ph](mailto:aro@mmsu.edu.ph) with the subject line Request: Job Posting) |  |

Submitted by:

**Name of Requestor**

*Job Title of Requestor*

*Name of Company*