

**MEMORANDUM**  DATE

|  |  |
| --- | --- |
| To:  | Cathleen Moore-Linn, RCUOG Executive Director  |
| From:  | (Principal Investigator)  |
| VIA:  | (Dean)  |
| Subject:  | Request to Hire EMPLOYEE NAME  |

**Employee Name:**

**Position Title:**

**Unit and Department:**

**Employee Type:** (Full-Time, Part-Time, 20-Week Hire or Student Hire Recruitment and Retention)

**Hourly Rate:**

**Work Hours:**

**Effective Date:**

**Benefits:**

**Account Number:**

Certification of Funds: Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gloria Travis Cathleen Moore-Linn

RCUOG Chief Business Officer RCUOG Executive Director

RCUOG is an EEO Employer and Provider

303 University Drive, Mangilao, Guam 96923

Tel. 671-735-0249/50/51