



**MT. SAN ANTONIO COLLEGE
PRESIDENT'S CABINET REVIEW OF
REQUESTS TO FILL
10/8/2024**

Position	Department	FTE	# of Months	Vacancy Reason	Approved	Denied	Comments
Benefits Specialist	HR Operations & Employee Services	1.00	12	Internal Transfer/New Position	X		
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Martha Garcia
Reviewed by Dr. Garcia

October 8, 2024
Date

**** Instructions**

1. Human Resources to complete this form, attach copies of each Request to Fill, and submit to President's Cabinet for approval.
2. Human Resources will notify requesting manager regarding the decision of President's Cabinet (approved, denied, modified, etc.).
3. Human Resources will submit a copy of this form and copies of each Request to Fill to Fiscal Services.
4. Copies of this form will be attached to each Request to Fill and maintained by the Human Resources staff.