## LOCAL GOVERNMENT SERVICE - CURRICULUM VITAE

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| **Name of District:** |  |
| **Name of Region:** |  |
| **Department / Unit currently working in:** |  |
| **Current Grade:**  ***(from the latest promotion letter)*** |  |
| **Current Position:**  *(under your department in the MMDA)* |  |

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| 1. **PERSONAL DATA** | | | | | | |
| **SURNAME name:** |  | **First Name(s):** | |  | **OTHER Name(s):** |  |
| **Date of birth (DD/MM/YYYY):** | | |  | | | |
| **Marital status:** | | |  | | | |
| **Nationality:** | | |  | | | |
| **Contact number(s):** | | |  | | | |
| **Email address:** | | |  | | | |
| **Postal Address:** | | |  | | | |

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| **2. EMPLOYMENT RECORD**  *(Most recent employment first)* | | |
| **Employer's Name:** | **Period of service:**  **(From – To)** | **Position with the Institution(s):** |
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| 1. **EDUCATION & MEMBERSHIP OF RECOGNIZED PROFESSIONAL BODY** | | | |
| **Institution (University, Poly Tech., etc.), city and country:** | **Length of education**  **[Date: from (month/year) to (month/year)]** | | **Qualification obtained with Discipline:**  **(Degree, Diploma, etc.)** |
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| **Name of the Recognized Professional Body & its Membership Number:** | |  | |

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| **4. LANGUAGE SKILLS**  *(State language and level of speaking, reading and writing skills (Mother Tongue, Perfect, Average, Poor)* | | | |
| **Language:** | **Speaking skills:** | **Reading skills:** | **Writing skills:** |
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| 1. **EXPERIENCE RECORDS** | | | |
| **Year:**  **(From – To)** | **Name of Institution:** | **Region, District:** | **Duties /Area of Responsibility:**  *(add more rows if necessary)* |
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| 1. **SEMINARS AND WORKSHOPS ATTENDED** |
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| 1. **REFREE** |
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*Note: Please input your information in all areas stated in the CV format, above.*

**CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe me, my qualifications ad my experience.

*(Name and Signature)*

Date: