



臺南市○○區公所

○○ DISTRICT OFFICE, TAINAN CITY

## 聘書

*Certificate of Appointment*

○○字第○○○○○○○○○○○○號

茲依據臺南市鄰長遴聘實施要點第三點之規定

敦聘○○○先生/女士為本區○○里第○○鄰鄰長

此聘

### 區長簽字章

區公所印信

中華民國 年 月 日

This Certificate of Appointment is hereby granted to ○○○ as chief of Neighborhood  
○○, ○○ Village, ○○ District.

District Chief ○○○

○○ District Office, Tainan City

## 注意事項

1. 里內各鄰置鄰長一人，鄰長為無給職，由里長就設籍並居住該鄰內之年滿二十歲以上之居民遴報區公所聘任之，任期以里長任期為準，受里長指揮監督，辦理各該鄰事務及為民服務工作。
2. 鄰長有臺南市鄰長遴聘實施要點第四點情事之一者，應於事實發生三十日內，由里辦公處就其事實備具解聘書報請區公所核定後解聘。
3. 鄰長辭職應以書面經里辦公處報請區公所核准。
4. 鄰長於任內辭職、解聘或死亡，由里長遴報區公所完成補聘作業，其任期自次月一日起至原鄰長任期屆滿之日止。

## NOTES

1. Neighborhoods shall each have a neighborhood chief, a position without remuneration. A neighborhood chief shall be more than 20 years old and register his/her household in the neighborhood where he/she resides. Neighborhood chiefs are nominated by a village chief and appointed by a district office. Their term of office is the same as that of a village chief. Neighborhood chiefs are under the direction and supervision of a village chief in handling neighborhood affairs and serving members of the public.
2. If the provision of Article 4 of the Directions for Employing Neighborhood Chiefs is applicable to a neighborhood chief, the village office concerned shall submit to the supervising district office an official document with reasons to dismiss the neighborhood chief within 30 days after the applicable situation occurs. The neighborhood chief shall be dismissed after the district office approves the dismissal.
3. To resign, a neighborhood chief shall submit a paper-based resignation letter to the village office concerned, which shall report the issue to the supervising district office for approval of the resignation.
4. In the event of a resignation, a dismissal, or the passing of a neighborhood chief, the relevant village office shall report the status to the supervising district office, which shall subsequently appoint a succeeding neighborhood chief, who shall take office on the first day of the following month to fulfill the official term of his/her predecessor.