



Republic of the Philippines
City Government of San Pablo
Trece Martirez St., San Pablo City, Laguna 4000

**OFFICE OF THE CITY HUMAN RESOURCE
MANAGEMENT OFFICER**

REQUIREMENTS: (Newly Hire)

Name: _____

- 1. Notarized PDS with recent passport size picture (3 copies) _____
- 2. Notarized SAL-N (latest) (3 copies) _____
- 3. NBI Clearance _____
- 4. CBC and Blood Typing _____
- 5. Urine Test _____
- 6. Drug Test _____
- 7. X-ray _____
- 8. License/Eligibility (Authenticated) (3 copies) _____
- 9. Transcript of Record (Certified Xerox copy) (1 copy) _____
- 10. Diploma (Certified Xerox Copy) (1 copy) _____
- 11. Birth certificate (PSA/Local) (1 copy) _____
- 12. Marriage contract (PSA/Local) (1 copy) _____
- 13. Certification of Good performance from previous employer (2 copies) _____

Checked by:

Verified by:
