



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: (Promotion)

Name: _____

- 1. Notarized PDS with recent passport size picture (3 copies)_____
- 2. Notarized SAL-N (last submitted) (3 copies)_____
- 3. Eligibility/License – Authenticated (3 copies)_____
- 4. Transcript of record –Certified true Xerox copy (1 copy)_____
- 5. Diploma – Certified Xerox copy (1 copy)_____
- 6. Birth certificate – PSA/Local (1 copy)_____
- 7. Marriage Contract n- PSA/Local (1 copy)_____
- 8. IPCR Rating – Certified Xerox copy (2 copies)_____
- 9. Certification of VS (3 copies)_____
- 10. Work Experience Sheet (3 copies)_____

Checked by:

Verified by:
