

## **LIST OF REQUIREMENTS**

(1 copy)

- \* Application Letter addressed to:  
**EDITH B. DAWATEN**  
Acting City Human Resource  
Management Officer  
Human Resource Management Office
- \* Bio-data/Resume with 2x2 picture
- \* Certificate of Employment issued by an  
Authorized Person
- \* Diploma/Transcript of Record
- \* Certificate of Trainings/Seminar  
attended
- \* CS Eligibility/RA 1080;  
Unexpired PRC License
- \* Performance Ratings (if for promotion)
- \* Certificate of Recognition/  
Appreciation/Awards