

INSTRUCTIONS ON USING THE OFFICIAL APPLICATION FORM

1. After downloading the PDF File “Official HRMPSB Application Form_FILLABLE”, fill up the text fields:
 - a. Name: **First Name [space] Middle Name [space] Last Name** – middle name should be complete, not just middle initial
 - b. Address: **Barangay [comma, space] City/Municipality [comma, space] Province**
 - c. Position – preferably spelled out and not acronym
 - d. Age
 - e. Date of Birth – enter date as mm/dd/yyyy
 - f. Contact No. – provide only 1 mobile number; for multiple numbers, we will only send notifications to the first mobile number provided; landline number is not acceptable
 - g. Education – acronym is preferred; specify units earned if not graduate
 - h. Years in Service
 - i. Training Hours – 1 day training is equivalent to 8 hours and half day to 4 hours; trainings attended as a school requirement is not included
 - j. Eligibility – specify type of eligibility/ies
 - k. Position – Copy exact position title as shown in the Publication
 - l. Item No. – mandatory per position; any position listed without an Item No. will be voided
 - m. Office - mandatory per position; any position listed without an Office assignment specified will be voided
 - n. Date of Application – use date of submission via email
2. Print the Form and affix your official signature
3. Scan Form with all supporting documents following the correct sequence as shown in the document checklist and save all under 1 PDF file only – file name: LAST NAME_First Name

IMPORTANT:

Any supporting document not properly sequenced may be uncredited by evaluator during the review

4. Email PDF file to hrmpsb4panabo@gmail.com

REMINDERS:

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- Monitor contact number provided for updates on the application; qualified and ranked applicants will be notified via SMS of the assessment schedule

IMPORTANT:

Bring the original set of your application (as emailed) for submission to the HRMPSB during the Behavioral Event Interview scheduled; also bring all original documents for verification if document attached to application is a photocopy

- Monitor the official FB Page for news and updates; an FAQ will be posted for information.

Good luck!



Republic of the Philippines
 Province of Davao del Norte
 City Government of Panabo
CITY HUMAN RESOURCE MANAGEMENT OFFICE
OFFICIAL APPLICATION FORM

NAME: _____ EDUCATION (Undergrad): _____
 ADDRESS: _____ (Post Grad): _____
 POSITION: _____ YEARS IN SERVICE (LGU): _____
 AGE: _____ (Others): _____
 DATE OF BIRTH: _____ TRAINING (HOURS): _____
 CONTACT NO.: _____ ELIGIBILITY (CSC/PRC): _____

Position/s Applied for:			
SN	POSITION/S	ITEM NO.	OFFICE
1	_____	_____	_____
2	_____	_____	_____

Applicant's Signature: _____ Date of Application: _____

For CHRMO Use Only

Document Checklist:

- Application Letter (*addressed to the City Mayor/City Vice Mayor*)
- Personnel Data Sheet with current ID picture
- Performance rating in the last rating period, if promotion/transfer – *photocopy*
- Certificate of Eligibility/Rating or License – *photocopy*
- Transcript of Records and Diploma – *photocopy*
- Special Order or Certificate of Accreditation – *photocopy*
- CHED Certification of Authenticity and Validity (CAV) – *photocopy*
- Certificate/s of Employment – *photocopy*
- Certificate/s of Training/Seminar/Convention – *photocopy*
- Others: _____

Status Checklist:

- Permanent
- Co-Terminus (5 yrs or more)
- Co-Terminus (less than 5 years)
- Casual (5 yrs or more)
- Casual (less than 5 years)
- JO/Contract of Service/Honorarium (5 yrs or more)
- JO/Contract of Service/Honorarium (less than 5 years)
- New

Remarks: _____

Received by: _____ Date Received: _____
