



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

University Human Resource Management Office

TO: _____ (Date)

Please submit the following requirements to the HRM Office:

- () Accomplished Personal Data Sheet (3 Copies)
- () Oath of Office (2 Copies)
- () Medical Certificate (2 Copies)
- () Certificate of Eligibility (Photocopy, 3 Copies)
- () Transcript of Records (Photocopy, 3 Copies)
- () NBI Clearance (Photocopy, 3 Copies)
- () Statement of Assets and Liabilities
- () Latest Appointment (Photocopy, 3 Copies)
- () Others: _____

BENJIE G. INGCO
University Human Resource Management Officer