

Bicol University

Human Resource Management and **Development Office**

Legazpi City

Contact No: 0919-000-4921 Email: bu-hrmdo@bicol-u.edu.ph

CHECKLIST OF REQUIREMENTS FOR HIRED AND/OR ISSUANCE OF EMPLOYEE NUMBER

OF JOB ORDER/MO	DA/CONTRACTUAL
Newly Hired Form Approved Request (photocopy) Certification of First Day of Ser PDS Last Day of Service of replaced	vice
For Job Order: Job Order Letter Order	For Contract of Service: Contract



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ISO 9001-2015 SOCOTEC SCP000722Q

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