



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/MOA/CONTRACTUAL

- ☐ Newly Hired Form
- ☐ Approved Request (photocopy)
- ☐ Certification of First Day of Service
- ☐ PDS
- ☐ Last Day of Service of replaced JO (if replacement)

**For Job Order:**

- ☐ Job Order
- ☐ Letter Order

**For Contract of Service:**

- ☐ Contract



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