



Republic of the Philippines  
Province of Bukidnon  
**CITY OF VALENCIA**

## **Human Resource Management Office**

City Hall Compound, Catarata St., Brgy. Poblacion

Tel. No. (088) 315 0419

August 20, 2018

### **NOTICE**

Please be informed that there will be hiring of the vacant positions attached.

All interested applicants including Persons With Disability are enjoined to submit the following documents relative to the filling up of the aforementioned items to the HRMO not later than **September 4**; to wit;

1. Application Letter (Addressed to the City Vice Mayor thru the HRMO)

Ex.

**GLEN G. GALARIO**

City Vice Mayor

City of Valencia, Bukidnon

Thru:

**ABE P. GILLACO, MPA**

CGDH (HRMO)

City of Valencia, Bukidnon

2. Duly accomplished Personal Data Sheet Revised 2017(1 copy)
3. Transcript of Records (1 copy) - photocopy
4. Certificate of Employment, Service Record; Designation Orders; Certificate of Good Standing from previous/present employer (*for outsider applicants*) (1 photocopy) -
5. Eligibility (CSC/PRC) (1 photocopy)
6. Certificates of Trainings/Seminars. (1 photocopy)

Submission of application letters after the deadline will no longer be entertained.

  
ABE P. GILLACO, MPA  
CGDH (HRMO)

