

	METROPOLITAN NAGA WATER DISTRICT		Document Code: ASDF16
	FORMS		Revision No.: 0
	CHECKLIST OF BASIC REQUIREMENTS		Effectivity Date: March 2017
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REQUIREMENTS	
<input type="checkbox"/>	1. Application letter address to the General Manager A
<input type="checkbox"/>	2. Original & Certified photocopies of Diploma & Transcript of Records (2copies)
<input type="checkbox"/>	3. Certificate of Eligibility (CTC by the issuing agency, 2 copies)
<input type="checkbox"/>	4. Certified photocopy of Certificate of Previous/Current Employment, if any (2 copies)
<input type="checkbox"/>	5. Photocopies of certificate of trainings/seminars attended, if any (2 copies)
<input type="checkbox"/>	6. Duly accomplished CSC Form 212/PDS (2 copies) with three (2) passport size picture
Submitted by:	Certified by:
_____	RICARDO B. FELIX III Division Manager A, HRD
Date:	