

LETTER OF INTENT
(FOR PROMOTION/TRANSFER)

Date: _____

Ms. MA. SIONNE MAY T. CRISPINO
Administrative Officer V
Human Resource Management Services
Catanduanes State University
Virac, Catanduanes

Madam:

This signifies my intent to apply for the specified position:

	POSITION	ITEM NUMBER
First Preference:	_____	_____
Second Preference:	_____	_____

Attached are the following documents: *(Please tick)*

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Application Letter; |
| <input type="checkbox"/> | Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; |
| <input type="checkbox"/> | Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, and Post-graduate studies, if any); |
| <input type="checkbox"/> | Certified true copy of Updated Service Record/Certificate of Employment, if any; |
| <input type="checkbox"/> | Certified true copy of Certificates of Trainings/Seminars Attended; |
| <input type="checkbox"/> | Photocopy of Certificate of Eligibility/Rating/License ID issued by the CSC, PRC, NAPOLCOM, CESB, SC, NTC, LTO, if any; |
| <input type="checkbox"/> | Certified true copy of Performance Rating of at least Very Satisfactory in the last two rating periods prior to application; |
| <input type="checkbox"/> | Photocopy of latest Appointment, if any; |
| <input type="checkbox"/> | Certified true copy of other documents relevant to the position applied for, viz:

_____ |

I, Filipino, of legal age, with current residence address at _____ and presently employed as _____ at _____, attest to the authenticity and veracity of all documents submitted, and hereby authorize the Catanduanes State University to verify the authenticity of the abovementioned documents. Further, I authorize the University to post/publish the final evaluation results of the HRMPSB/FSB.

Very truly yours,

(Signature above printed name)

Cellphone Number: _____
Email Address: _____

Physically-challenged applicants may contact the HRM Services for assistance at +639486275277. Thank you!