



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
REGIONAL OFFICE I



Parian, City of San Fernando, La Union
Telefax: (072) 607-3179 Website: www.bjmpro-i.ph/facebook.com/roi.recruit.77

REQUIREMENTS FOR JO1 APPLICANTS

- A. Duly Accomplished Personal Data Sheet (CS Form 212 revised 2017) (2 Sets)
Attached **Work Experience Sheet** downloaded at CSC (if applicants have previous work or are currently working)
- B. **Original Copy** of Birth Certificate issued by **PSA**
- C. **Original Authenticated** Copy of College Diploma (2 copies)
- D. **Original Authenticated** Copy of Transcript of Records (2 copies)
- E. **Original Authenticated copy of** Certificate of Eligibility/Board Rating /**Authenticated photocopy of PRC ID**
(Certificate of top ranking in the PRC examination if any)
- F. Marriage Certificate issued by PSA (if married)
- G. **Original Authenticated copy** of Updated NBI Clearance (2 copies)
- H. **Original Authenticated copy** of Updated Police Clearance (2 copies)
- I. **Original Authenticated copy** of Updated Barangay Clearance (2 copies)
- J. **Original Authenticated copies** of Updated Court Clearances (2 copies each)
 - Fiscal Clearance
 - MTC
 - RTC
- K. **Original Authenticated copy** of NCIP/NCMF Certificate - if necessary (2 copies)
(*NCMF should be issued by the Bureau of External Relations*)
- L. Photocopies of Certificate/s of Previous & Present Employment
- M. Photocopies of Certificate/s of seminars/trainings completed
- N. Copy of Member Data Record (MDR - Phil Health)
Copy of Member's Data Form (MDF – Pag-IBIG)
TIN ID/BIR Verification slip

NOTE: Bring ORIGINAL Documents for proper evaluation
Bring 1 pc 1x1 and 1 pc Passport size picture