

INSTRUCTIONS TO PENRO APPLICANTS

1. Please send your application letter to **penroassessment2021@gmail.com**. Use your personal email account (preferably a Gmail account) that cannot be accessed by another user in the office. The letter must be addressed to Director Ric G. Enriquez, Ph.D., CESO III of the Human Resource Development Service.
2. Previous applicants need to re-submit their applications via email. They shall likewise be required to fill out the online form to update their qualifications.
3. Wait for a reply email that will send you the link to an online form. Please fill out the online form completely. You will need to upload the following documents. Please be ready with their scan copy, preferably saved as separate PDF files. The file name of all documents should start with your full name, *e.g., JUAN DELA CRUZ – Personal Data Sheet; JUAN DELA CRUZ – Report of Rating*.
 - a. Completely and properly filled out Personal Data Sheet
 - b. Work Experience Sheet (to include only positions/designations in supervisory/managerial capacity)
 - c. Authenticated copy of Transcript of Academic Records
 - d. Authenticated copy of Diploma
 - e. Authenticated copy of Certificate of Eligibility and Report of Rating
 - f. Authenticated copy of Professional license, Certificate of Registration and Report of Rating (if RA 1080 eligibility)
 - g. Updated Service Record (if government employee)
 - h. Copy of Special Orders on designation to supervisory/managerial position
 - i. Certified photocopy of OPCR/DPCR/IPCR (January to June 2021)
 - j. Certificates of Training (supervisory/managerial training only)
 - k. Certificates of Employment (if not government employee)
 - l. Declaration of Pendency/Non-Pendency of Case
4. Incomplete documents will mean disqualification from the assessment process.
5. A confirmation email will be sent to you upon clicking the SUBMIT button in the online form. If you do not receive a confirmation, it only means that you have not completed answering the form. Check if you have given a response to every required field.
6. In the assessment process, you will need to be able to access your email on your own. Assistants will not be allowed during the exam. You will also need to be familiar with using Zoom Cloud Meetings. Be ready with two devices for this purpose, both with a web camera and audio function. You will likewise need a quiet environment and a stable internet connection during the exam and interview.