



LAND BANK OF THE PHILIPPINES

Official Depository of the Republic of the Philippines

APPLICATION FORM FOR INTERNAL APPLICANTS OFFICERS DEVELOPMENT PROGRAM (ODP)

Instructions:

1. Fill in the application form in your own handwriting legibly.
2. Indicate only work experience and trainings that can be authenticated/documentated.
3. Attach the following:
 - A. Memo to Human Resource Management Group (HRMG) Head expressing your intent to join the program and describing how your participation to the ODP will be beneficial to the Bank
 - B. Certification from Employee Relations Department (ERD)-Medical Division (for HO-based personnel)/ Medicard accredited physician (for field unit-based personnel)
 - C. Certification from Administrative Legal Department (ALD) of no pending administrative/criminal case
 - D. Audit Clearance from the Internal Audit Group (IAG)
4. **All applications must be sent to the Organization Development Department, 23/F LANDBANK Plaza, 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts., Malate, Manila (an advance copy may be sent electronically to LBP-ODD@mail.landbank.com).**

ID picture taken within the last 6 months
3.5 cm. x 4.5 cm
(passport size with white background in a corporate attire)
photocopy of picture is not accepted

I. PERSONAL DATA

Last Name	First Name	Middle Name	Nickname
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Age <input style="width: 30px;" type="text"/>	Date of Birth <input style="width: 30px;" type="text"/> - <input style="width: 30px;" type="text"/> - <input style="width: 30px;" type="text"/> <small>mm dd yr</small>	Place of Birth <input style="width: 95%;" type="text"/>	
Present Mailing Address:		Telephone No.	Sex <input style="width: 40px;" type="text"/>
Provincial Address:		Mobile Phone No.	Weight <input style="width: 40px;" type="text"/>
e-Mail Address:			Height <input style="width: 40px;" type="text"/>
			Civil Status <input style="width: 40px;" type="text"/>
			TIN No. <input style="width: 40px;" type="text"/>

II. FAMILY BACKGROUND (continue on separate sheet if necessary)

	Name	Age	Present Address	Educational Attainment/ Name of College/University
Father	<input style="width: 95%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Mother	<input style="width: 95%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Spouse	<input style="width: 95%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Children	<input style="width: 95%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

III. EDUCATIONAL BACKGROUND (continue on separate sheet if necessary)

	Inclusive Years		Name of School and Address	Degree/Major Course
	From	To		
Elementary	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
High School	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
College	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Graduate Studies	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Academic or Professional Honors	<input style="width: 95%;" type="text"/>			

IV. CIVIL SERVICE ELIGIBILITY

Examination	Place	Date	Rating
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

V. WORK EXPERIENCE (Start with current work. Continue on separate sheet if necessary)

Inclusive Dates		Position Title	Office	Status of Employment	Salary
From	To				
<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

VI. TRAINING PROGRAMS (Start with the most recent training. Continue on separate sheet if necessary)

Title of Seminar/Conference/Workshop	Inclusive Dates	Number of Hours	Conducted/Sponsored By

VII. OTHER INFORMATION

Are you willing to accept provincial assignments? Yes No
 If yes, give details (as to provincial area)

Have you ever been charged with or convicted of any administrative or criminal case? Yes No
 If yes, please give details (as to decision, penalty imposed and date)

Have you been separated from the service through any of the following modes: dropped from the rolls, dismissal, termination, AWOL or phase out, in the public or private sector? Yes No
 If yes, please give details:

SPECIAL TECHNICAL SKILLS:

SPORTS AND HOBBIES:

REFERENCES: (Person not related within the 3rd degree of relationship by consanguinity or affinity to applicant)

Name	Address and Contact Telephone Number	Position

I certify that all information contained herein are true and correct. I authorize the Bank to verify/validate these information. This application does not constitute an offer of employment by the Bank and any false information given by me may be considered material misrepresentation and will be a ground for the Bank to terminate my participation in the program in case I am accepted.

Witness my signature this _____ day of _____ 20____ in _____.

_____ Applicant's Signature Over Printed Name