



CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to our office on or before _____ . Please submit the checked ☒ items.

Type of Appointment: ☐ New Appointment ☒ Renewal ☐ Promotion ☐ Others

Name of Appointee: MARY CPU F. PLENAS

Office/Unit/Department: NATIONAL RESEARCH CENTER

I. Government forms for completion:

- ☒ 1 Personal Data Sheet - PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)
Note: If this PDS form is generated in ecopy, it must be in the long size bond paper, in 4 pages with 2 sheets (attach work experience sheet) in 2 copies
- ☒ 2 Position Description Form (PDF) in 2 copies
Note: Must be signed by the head of office
- ☒ 3 Oath of Office in 2 copies
Note: Signed by the Head of Agency
- ☐ 4 Certificate of Nepotism in 2 copies
Only applicable to administrative position
- ☒ 5 Certificate of Assumption to Duty in 2 copies
Note: Must be signed by the immediate supervisor or head of office
- ☐ 6 Statement of Assets & Liabilities (SALN) in 2 copies
Note: Must be notarized and latest SALN

II Additional documents for submission:

- ☒ 1 Approved recommendation
- ☐ 2 NBI Clearance
- ☒ 3 Medical Certificate (blood test, urinalysis, chest x-ray, drug test)
- ☐ 4 Clearance (for transferee)
- ☐ 5 Performance Rating (IPCR)
☐ for promotion (2 rating periods)
☐ for transferee (latest rating period)
- ☐ 6 Approved transfer (for transferee)
- ☐ 7 Certification of leave credit balance (for transferee)
- ☐ 8 Service Record (for transferee)
- ☐ 9 NEURO EXAM (for Sec. Guards & new hired only)
- ☐ 10 TOR and DIPLOMA with original or authenticated copy from school in 2 copies
- ☐ 11 CSC Eligibility- (2 copies of original or authenticated copy from CSC)
- ☐ 12 License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies
- ☐ 13 Marriage Certificate (if applicable)
- ☐ 14 Birth Certificate (PSA)
- ☐ 15 Phil. Health No.
- ☐ 16 TIN No.
- ☐ 17 PAG-IBIG ID No.
- ☐ 18 Application Letter (Vacant position)

Verified by:

ODHRM Staff

SIGNATURE

MARY CPU F. PLENAS