



DEPARTMENT OF AGRONOMY

Visayas State University Visca, Baybay City, Leyte Phone: +63 565 0600 Local 103 Email: agronomy@vsu.edu.ph Website: vsu.edu.ph

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.		
Please subtilit the checked [2] items.		
Type of Appointment:		
□ New Appointment □ Renewal □ Promotion □ Ot	hers	
Name of Appointee: Loreme S. Caganole		
Name of Appointee: Loume S. Caganoll Office/Unit/Department: D.A		
I. Government forms for completion:	REMARKS	DATE RECEIVED
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 po	aper,	
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		
Title. Mast be findanced and latest of the		
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)		
	.000	
	L. S. Cagande	_
*	SIGNATURE	
Verified by:		
ODHRM Staff		
ODITIVI Stati		

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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