



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 Addressee: KEVIN NICK S. BANDIBAS

Office/Unit/Department: DoPAC

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

REMARKS

DATE RECEIVED

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)

No tracking barcode

SIGNATURE

Verified by:

ODHRM Staff