



## 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: CHONA A. BRIT  
Office/Unit/Department: Office of the Dean of Students

### 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)

SIGNATURE

Verified by:

ODHRM Staff