





INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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Course

CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed form	ms & gather your docu	ments in order of the check	klist & submit to our	office on or befor	е
Tune of Appointments					. ********
Type of Appointment:	-C.D		_ ~		
☐ New Appointment	☑ Renewal	□ Promotion	□ Others		
Name of Annaistan Orlan	C Conin				
Name of Appointee: Orlan C.Capin					
Office/Unit/Department: ITEE	IVI				
I. Government forms for completion:				REMARKS	DATE RECEIVED
1 Personal Data Sheet	-PDS CSC Form 212	(Revised 2017) w/ 2 ID pi	icture (latest)		
Note: If this PDS	form is generated in e	copy, it must be in the long	size bond paper.		
in 4 pages	with 2 sheets (attach v	work experience sheet) in 2	2 copies		
2 Position Description F	orm (PDF) in 2 copie	S			
Note: Must be sign	ned by the head of off	fice			
3 ■ Oath of Office in 2 cop					
Note: Signed by th	ne Head of Agency				
4 Certificate of Nepotism	in 2 copies				
5 Certificate of Assumpt	administrative position				
Note: Must be signed by the immediate supervisor or head of office Statement of Assets & Liabilities (SALN) in 2 copies					
Note: Must be note	rized and latest SALN	Copies			
Il Additional documents for	or submission:				
1 Approved recommend	lation				
2 NBI Clearance					
3 Medical Certificate (bl	ood test, urinalysis,	chest x-ray, drug test)			
Clearance (for transferee)					,
5 Performance Rating (I					
for promotion (2 ra					
for transferee (late					
6 Approved transfer (for	transferee)				
Certification of leave credit balance (for transferee)					
8 Service Record (for tra 9 NEURO EXAM (for Se		d anha			
10. TOR and DIPLOMA wi	th original or authentic	cated copy from school in 2	conica		-
11 CSC Eligibility— (2 cop	in original or authernit	enticated copy from CSC)	copies		
12 License authenticated	from PRC (for Securit	y Guards, Drivers, & etc.) in	n 2 conies		
13. Marriage Certificate (if	applicable)	, Cuarus, 2111010, a 010./ 11	ii 2 copies		
14. Birth Certificate (PSA)	.,,				
15. Phil. Health No.					
16. TIN No.					
17 PAG-IBIG ID No.					
18. Application Letter (Vac	ant position)				
				20	
				lay -	
				SIGNATURE	
Varified by					
Verified by:					
				ę	
ODHRM St	aff				
ODITION SE					

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. Page 1 of 1 FM-HRM-08 v0 11-12-2021

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