





DEPARTMENT OF AGRONOMY

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CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to Please submit the checked / items.	our office on or before	
Type of Appointment: □ New Appointment □ Renewal □ Promotion □ Other	ers	
Name of Appointee: <u>ULYSSE A. CAGASAN</u> Office/Unit/Department; <u>DEPARTMENT OF AGRONOMY, VSU, BAYBAY CITY, LEYTE</u>		
I. Government forms for completion:	REMARKS	DATE RECEIVED
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 pap in 4 pages with 2 sheets (attach work experience sheet) in 2 copies Position Description Form (PDF) in 2 copies Note: Must be signed by the head of office Oath of Office in 2 copies Note: Signed by the Head of Agency Certificate of Nepotism in 2 copies Only applicable to administrative position Certificate of Assumption to Duty in 2 copies Note: Must be signed by the immediate supervisor or head of office Statement of Assets & Liabilities (SALN) in 2 copies Note: Must be notarized and latest SALN	er,	
Il Additional documents for submission:		
Approved recommendation NBI Clearance Medical Certificate (blood test, urinalysis, chest x-ray, drug test) Clearance (for transferee) Performance Rating (IPCR) for promotion (2 rating periods) for transferee (latest rating period)		
6 Approved transfer (for transferee)		
Certification of leave credit balance (for transferee) 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 (for those who have not yet submitted their updated TOR & Diploma to HRMO/Records 11 CSC Eligibility— (2 copies of original or authenticated copy from CSC) 12 Updated License authenticated from PRC or photocopy	office)	
(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)		
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	SIGNATURE	
Verified by:		
ODHRM Staff		

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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