



## DEPARTMENT OF PURE AND APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: Email: Website: www.vsu.edu.ph

## CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed fo	rms & gather your docuse submit the checked		cklist & submit to ou	r office on or befo	ore -
Type of Appointment:  New Appointment	□ Renewal		□ Others		
Name of Appointee: ELIZABE Office/Unit/Department: DoPA				_	
I. Government forms for co	ompletion:			REMARKS	DATE RECEIVED
Note: If this PDS in 4 pages  2 Position Description F Note: Must be sign  3 Oath of Office in 2 cop Note: Signed by the Certificate of Nepotism	form is generated in ec with 2 sheets (attach w form (PDF) in 2 copies ned by the head of offici ies ne Head of Agency n in 2 copies administrative position	ce	size bond paper,		
Note: Must be signed by the immediate supervisor or head of office  6 Statement of Assets & Liabilities (SALN) in 2 copies				-	( <del>landonia) and i landonia</del> (f
	arized and latest SALN	сорюз		-	
II Additional documents f	or submission:				
Clearance (for transfe  Performance Rating (I for promotion (2 ra for transferee (late	lood test, urinalysis, caree) IPCR) ating periods) est rating period)	hest x-ray, drug test)			
8 Service Record (for transport of the service Record (for transport of the service Record (for transport of	redit balance (for transf ansferee) ec. Guards & new hired ith original or authentica pies of original or auther from PRC (for Security applicable)	only) ated copy from school in 2			
14. Birth Certificate (PSA) 15. Phil. Health No. 16. TIN No. 17. PAG-IBIG ID No. 18. Application Letter (Vac					
		x x	ELIZA	Move BETH S. QUEVE SIGNATURE	DO
Verified by:					
ODHRM S	taff				

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 No. 22.0