

## 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: GIDEON NIEL D. TAN

Office/Unit/Department: DEPARTMENT OF BUSINESS AND MANAGEMENT

**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

**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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