



### 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: \_\_\_\_\_  
Office/Unit/Department: \_\_\_\_\_

#### 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  
Note: 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)

On PROCESS

  
SIGNATURE

Verified by:

ODHRM Staff