





DEPARTMENT OF AGRONOMY

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CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed t	forms & gather your doc ase submit the checked	cuments in order of the che items.	cklist & submit to o	ur office on or befo	ore
Type of Appointment:		/			
□ New Appointment	☐ Renewal		□ Others		
Name of Appointee:	DTA C DATILLA				
DLI	RTA C. RATILLA RONOMY				
I. Government forms for completion:				REMARKS	DATE RECEIVE
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 Position Description Form (PDF) in 2 copies Note: Must be signed by the head of office 3. Oath of Office in 2 copies				Complied	-
				Complied	
Note: Signed by the Head of Agency				Complied	
4. 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				Complied	
6. Statement of Assets & Liabilities (SALN) in 2 copies Note: Must be notarized and latest SALN					
II Additional documents fo	r submission:				
1. Approved recomm	endation				
2. NBI Clearance Medical Certificate (blood test urinalysis cheet v ray drug toot)				Complied	
Medical Certificate (blood test, urinalysis, chest x-ray, drug test) Clearance (for transferee)				Complied	
Performance Rating (IPCR)					
for promotion (2 rating periods)					
for transferee (latest rat	ing period)				
6. Approved transfer (for transferee)				
7. Certification of leave credit balance (for transferee)					
B. Service Record (for transferee) NEURO EXAM (for Sec. Guards & new bired only)					
TOR and DIPLOMA with original or authenticated copy from school in 2 copies CSC Eligibility— (2 copies of original or authenticated copy from CSC)					
License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies				Complied	
of Imarriage Certificate (if	applicable)		2 300100	Complied	
4 Birth Certificate (PSA)				-	
5 Phil. Health No. 6 TIN No.					
7 PAG-IBIG ID No.					
8 Application Letter (Vac	ant position)				
			SIGNA	TURE	
erified by:					
DHRM 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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