



## 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: REYNANTE G. MACAPANAS

Office/Unit/Department: Ecological Farm and Resource Management Institute (Eco-FARMI)

### 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:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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v0 11-12-2021

No.

REPUBLIC OF THE PHILIPPINES  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, REYNANTE G. MACAPANAS of Ecological Farm and Resource Management Institute, Visayas State University, Visca, Baybay City, Leyte having been appointed to the position of Science Research Assistant hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

  
REYNANTE G. MACAPANAS

(Signature over Printed Name  
of the Appointee)

Government ID: TIN  
ID Number : 727595438  
Date Issued : 08/09/2018

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_, Philippines.

EDGARDO E. TULIN

(Signature over Printed Name  
of Person Administering the  
Oath)


Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
ViSCA, Baybay City, Leyte

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Reynante G. Macapanas has assumed the duties and responsibilities as Science Research Assistant of Ecological Farm and Resource Management Institute (Eco-FARMI) effective July 1, 2022.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Reynante G. Macapanas as Science Research Assistant

Done this 1st day of July in Eco-FARMI.

  
**DHENBER C. LUSANTA**  
Head of Office/Department/Unit

Date: July 1, 2022

Attested by:

**HONEY SOFIA V. COLIS**  
HRMO

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*



# PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ) and ☐ separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE** 1. CS ID No. (Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	Macapanas		
FIRST NAME	Reynante	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Gamalo		
3. DATE OF BIRTH (mm/dd/yyyy)	4/20/1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Tanauan Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay Baybay City Leyte City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.68	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Sto. Niño Tanauan Barangay City/Municipality Leyte Province ZIP CODE 6502
8. WEIGHT (kg)	58		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121230953817		
12. PHILHEALTH NO.	130255081714		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	727595438	20. MOBILE NO.	09484007050
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	reynantemacapanas@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Macapanas			
FIRST NAME	Ricardo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Lumbre			
25. MOTHER'S MAIDEN NAME				
SURNAME	Gamalo			
FIRST NAME	Buena			
MIDDLE NAME	Baldoza			

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Sto. Niño Elementary School	Primary	6/3/2003	4/10/2009	N/A	2009	N/A
SECONDARY	Tanauan National High School	High School	6/4/2009	4/10/2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Science in Agriculture Major in Soil Science	6/7/2013	6/14/2019	N/A	2019	N/A