



DEPARTMENT OF AGRONOMY

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CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

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Fill up the required listed forms & gather your documents in order of the checklist & submit Please submit the checked items.	to our office on or before	
Type of Appointment: □ New Appointment □ Renewal □ Promotion □ Oth	ners	
Name of Appointee: Nello D. Gorne Office/Unit/Department: Department of Agronomy		
I. Government forms for completion:	REMARKS	DATE RECEIVED
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 pa	Completed_	
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 Oath of Office in 2 copies Note: Signed by the Head of Agency 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	Completed	-
	Completed	
	Completed	
6LJStatement of Assets & Liabilities (SALN) in 2 copies Note: Must be notarized and latest SALN		
II Additional documents for submission:		
Approved recommendation NBI Clearance Medical Certificate (blood test, urinalysis, chest x-ray, drug test) Clearance (for transferee) Performance Rating (IPCR) for promotion (2 rating periods) for transferee (latest rating period)	Completed Completed	
Approved transfer (for transferee) Certification of leave credit balance (for transferee) 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)	Completed	
License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies Marriage Certificate (if applicable) Birth Certificate (PSA)	No license	
15. Phil. Health No. 16. TIN No. 17. PAG-IBIG ID No. 18. Application Letter (Vacant position)		
	SIÓNATURE	>
Verified by:		

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.

Page 1 of 1 FM-HRM-08 v0 11-12-2021

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