



## NATIONAL ABACA RESEARCH CENTER

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## **CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT**

Fill up the required listed forms & gather your documents. Please submit the checked	uments in order of the check	list & submit to our	office on or before	
Type of Appointment:				
☐ New Appointment ☐ Renewal	□ Promotion	□ Others		
and residual		LI Others		
Name of Appointee: <u>JOVELYN G. JACOBE</u> Office/Unit/Department: <u>National Abaca Research Cente</u>	<u>er</u>			
I. Government forms for completion:			REMARKS	DATE RECEIVED
Personal Data Sheet -PDS CSC Form 212 Note: If this PDS form is generated in e in 4 pages with 2 sheets (attach v 2 Position Description Form (PDF) in 2 copie Note: Must be signed by the head of of	copy, it must be in the long swork experience sheet) in 2 is	size bond paper, copies	wheneting	
3 Oath of Office in 2 copies			dinactions	
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 s	es supervisor or head of office			
6_ Statement of Assets & Liabilities (SALN) in 2	2 copies		***************************************	
Note: Must be notarized and latest SALN	1			•
Il Additional documents for submission:				
Approved recommendation  NBI Clearance  Medical Certificate (blood test, urinalysis, Clearance (for transferee)  Performance Rating (IPCR) for promotion (2 rating periods) for transferee (latest rating period)  Approved transfer (for transferee) Certification of leave credit balance (for transferee) NEURO EXAM (for Sec. Guards & new hire TOR and DIPLOMA with original or authentic CSC Eligibility—(2 copies of original or authentic License authenticated from PRC (for Securit Marriage Certificate (if applicable)  Health No. Phil. Health No. TIN No. PAG-IBIG ID No. Application Letter (Vacant position)	sferee) d only) cated copy from school in 2 denticated copy from CSC)	•		
			(A)	
		Jave	Lyn Thomps Signature	
Verified by:				
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ODHRM Staff				

Vision: Mission: