



OFFICE OF THE DEAN OF STUDENTS

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CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gathe Please submit the	r your docur	ments in order of the che	cklist & submit to ou	office on or befo	ore
Type of Appointment:					
☐ New Appointment ☑ Ren	owol	— D			
- The reposition of the residence	iewai	□ Promotion	□ Others		
Name of Appointee: MERIAM M. LI	INA				
Office/Unit/Department: Office of the De	ean of Studer	nts			
I. Government forms for completion:				REMARKS	DATE DECENT
1 Personal Data Shoot DDC ood				KLWAKKS	DATE RECEIVE
Personal Data Sheet -PDS CSC	Form 212 ((Revised 2017) w/ 2 ID p	picture (latest)	<	
in this i bo form is getti	erateo in eci	Only it must be in the long	a piza hand		
2 Position Description Form (PDF)		ork experience sheet) in	2 copies		
Note: Must be signed by the h	III 2 copies				
3 Oath of Office in 2 copies	lead of offic	æ			
Note: Signed by the Head of	Agency				
4 Certificate of Nepotism in 2 copies	ngency				
 Only applicable to administration 	ve nocition				
5 Certificate of Assumption to Duty	in 2 conice				
Note: Must be signed by the in	amediate ou	nonvisor or head of off			
Clarifient of Assets & Liabilities (s	SALM) in 2 c	beingoi of Head of Office			
Note: Must be notarized and la	test SALN	opies			
II Additional documents for submiss	ion:				
1 Approved recommendation					
1 Approved recommendation 2 NBI Clearance					
La de la	inalysis, ch	lest x-ray, drug test)			
Clearance (for transferee) Performance Rating (IPCR)					
for promotion (2 rating periods)					
for transferee (latest rating per) ====================================				
6 Approved transfer (for transferee)	rioa)				
Certification of leave credit balance	/for transfer				
8 Service Record (for transferee)	(for transfer	ree)			
9 NEURO EXAM (for Sec. Guards &	now bired a	-1.3			
TOR and DIPLOMA with original or	new miled o	only)			
1. CSC Eligibility— (2 copies of origina	authort	icated services 200	copies		
2. License authenticated from PRC (fo	or Security C	Puarda Drivers 9 sta)			
- I marriage ocitinicate (ii applicable)	or occurrity C	dalus, Dilveis, & etc.) in	2 copies		
4. Birth Certificate (PSA)					
5. Phil. Health No.					
6. TIN No.					
7. PAG-IBIG ID No.					
8. Application Letter (Vacant position)					
				A	
				auto-ov	_++**
			S	IGNATURE	
erified by:					
001:	-				
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.

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