



## 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: \_\_\_\_\_

Office/Unit/Department: \_\_\_\_\_

### I. Government forms for completion:

#### REMARKS

#### DATE RECEIVED

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

### 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:

