



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

DASS Building, Visayas State University
Visca, Baybay City, Leyte PHILIPPINES 6521-A
Phone: +63 565 0600 Local 1013
Email: agronomy@vwsu.edu.ph
Website: www.vwsu.edu.ph

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: LUZ G. ASIO
Office/Unit/Department: AGRONOMY

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 the office
- 3 ☒ Oath of Office in 2 copies
Note: Signed by the Head of the Agency
- 4 ☐ Certificate of Nepotism in 2 copies
Only applicable to an 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 the 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 & newly hired only)
10. ☐ TOR and DIPLOMA with the 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)

REMARKS

DATE RECEIVED

SIGNATURE

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.