



DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL **SCIENCES**

Visca Baybay City, Leyte 6521-A, Philippines Phone: +63 53 565-0600 loc.1028 Email:: dlabs@vsu.edu.ph

Website: vsu.edu.ph

CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & Please submit the checked // items.	submit to our	office on or befor	е
Type of Appointment:		4-2	
	□ Others		
New Appointment Li Renewal Li Fromotion	LI Others		
Name of Appointee: JADE BARACHIEL D. BANTASAN			
Office/Unit/Department: DLABS			
I. Government forms for completion:		REMARKS	DATE RECEIVED
	(1 - 1 1)		
Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (
Note: If this PDS form is generated in ecopy, it must be in the long size bein 4 pages with 2 sheets (attach work experience sheet) in 2 copie			
2 Position Description Form (PDF) in 2 copies	5		
Note: Must be signed by the head of office			existence of the second contract of the secon
3 Oath of Office in 2 copies			
Note: Signed by the Head of Agency		All a grander communications communication and an advantage of the communication of the commu	HARMAN SAN AND AND AND AND AND AND AND AND AND A
4_ Certificate of Nepotism in 2 copies			,
Only applicable to administrative position			
5 Certificate of Assumption to Duty in 2 copies			and the second control of the second control
Note: Must be signed by the immediate supervisor or head of office			
6 Statement of Assets & Liabilities (SALN) in 2 copies		desperation and an experience of the contract	
Note: Must be notarized and latest SALN			
WALPY and described from the lands			
Il 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 copie	s		
11 CSC Eligibility- (2 copies of original or authenticated copy from CSC) 12 License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 co	nina		
13. Marriage Certificate (if applicable)	pies		
14. Birth Certificate (PSA)			
15 Phil. Health No.		****	
16 TIN No.			
17 PAG-IBIG ID No.			
18 Application Letter (Vacant position)			-
		0.11	13.
		LAHAN	
		XIII	
		SIGNATURE	
Verified by			
Verified by:			
ODHRM Staff			
ODITION ORGIN			

Vision: Mission: