



INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

College of Forestry and Environmental Science Visca, Baybay City, Leyte, 6521-A

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CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your doc Please submit the checked	items.	a dasimi to dai	omoc on or peror	
Type of Appointment:				
□ New Appointment	□ Promotion	□ Others		
Name of Appointee:				
Office/Unit/Department:				
I. Government forms for completion:			REMARKS	DATE RECEIVE
1 ■ Personal Data Sheet -PDS CSC Form 21	12 (Revised 2017) w/ 2 ID p	icture (latest)		
Note: If this PDS form is generated in in 4 pages with 2 sheets (attach	ecopy, it must be in the long	size bond paper,		
Position Description Form (PDF) in 2 copi Note: Must be signed by the head of co	ies			
3 Oath of Office in 2 copies	onice			
Note: Signed by the Head of Agency				
4 Certificate of Nepotism in 2 copies		in the second		
Only applicable to administrative position	on			
Certificate of Assumption to Duty in 2 cop Note: Must be signed by the immediate				-
6 Statement of Assets & Liabilities (SALN) in				
Note: Must be notarized and latest SAL				
Il Additional documents for submission:				
1 Approved recommendation				
2 NBI Clearance				
3 Medical Certificate (blood test, urinalysis	s, chest x-ray, drug test)	×	-	
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 tra	nsteree)			
Service Record (for transferee) NEURO EXAM (for Sec. Guards & new hi	red only)			
10. TOR and DIPLOMA with original or authen		2 conies		
11 CSC Eligibility- (2 copies of original or aut	thenticated copy from CSC)	L dopido		
12 License authenticated from PRC (for Secu	rity 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)				
To				
			16 holl-	
			1000	
			SIGNATURE	
Verified by:				
Verified by:				

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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