



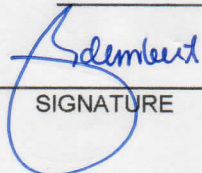
CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

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: BABYLYN C.LAMBERT  
Office/Unit/Department: DEPARTMENT OF ECONOMICS

I. Government forms for completion:	REMARKS	DATE RECEIVED
1 <input checked="" type="checkbox"/> 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 ( <b>attach work experience sheet</b> ) in 2 copies		
2 <input checked="" type="checkbox"/> Position Description Form (PDF) in 2 copies Note: Must be signed by the head of office		
3 <input checked="" type="checkbox"/> Oath of Office in 2 copies Note: Signed by the Head of Agency		
4 <input type="checkbox"/> Certificate of Nepotism in 2 copies Only applicable to administrative position		
5 <input checked="" type="checkbox"/> Certificate of Assumption to Duty in 2 copies Note: Must be signed by the immediate supervisor or head of office		
6 <input type="checkbox"/> Statement of Assets & Liabilities (SALN) in 2 copies Note: Must be notarized and latest SALN		
II Additional documents for submission:		
1 <input type="checkbox"/> Approved recommendation		
2 <input checked="" type="checkbox"/> NBI Clearance		
3 <input checked="" type="checkbox"/> Medical Certificate ( <b>blood test, urinalysis, chest x-ray, drug test</b> )		
4 <input type="checkbox"/> Clearance (for transferee)		
5 <input type="checkbox"/> Performance Rating (IPCR) <input type="checkbox"/> for promotion (2 rating periods) <input type="checkbox"/> for transferee (latest rating period)		
6 <input type="checkbox"/> Approved transfer (for transferee)		
7 <input type="checkbox"/> Certification of leave credit balance (for transferee)		
8 <input type="checkbox"/> Service Record (for transferee)		
9 <input type="checkbox"/> NEURO EXAM (for Sec. Guards & new hired only)		
10 <input checked="" type="checkbox"/> TOR and DIPLOMA with original or authenticated copy from school in 2 copies		
11 <input type="checkbox"/> CSC Eligibility- (2 copies of original or authenticated copy from CSC)		
12 <input checked="" type="checkbox"/> License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies		
13 <input type="checkbox"/> Marriage Certificate (if applicable)		
14 <input type="checkbox"/> Birth Certificate (PSA)		
15 <input type="checkbox"/> Phil. Health No.		
16 <input type="checkbox"/> TIN No.		
17 <input type="checkbox"/> PAG-IBIG ID No.		
18 <input type="checkbox"/> Application Letter (Vacant position)		

  
SIGNATURE

Verified by: \_\_\_\_\_  
ODHRM Staff