



CHECKLIST OF REQUIREMENTS

Appointment Checklist: ODA Form No. 01 _____

Date Released: _____

Date Received: _____

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: _____

Address: _____

FORM LIST: The following government forms must be completed, signed and dated.

- 1 ☒ Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)
Note: If this PDS form is generated in e copy, it must be in the long size bond paper, in 4 pages with 2 sheets. Attach work experience sheet. (2 copies)
- 2 ☐ Position Description Form (PDF)
Note: Must be signed by the head of office in 2 copies
- 3 ☒ Oath of Office
Note: Signed by the Head of Agency (2 copies)
- 4 ☐ Certificate of Nepotism (2 copies)
Only applicable to administrative position
- 5 ☒ Certificate of Assumption to Duty
Note: Must be signed by the immediate supervisor or head of office, 2 copies
- 6 ☐ Statement of Assets & Liabilities (SALN)
Note: Must be notarized and latest SALN, 2 copies

REMARKS DATE RECEIVED

DOCUMENT LIST

- 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 period)
☐ for transferee (1 last 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 hire only)
- 10 ☐ TOR and DIPLOMA with original or authenticated copy (2 Copies)
- 11 ☐ CSC Eligibility- (original or authenticated copy) (2 copies)
- 12 ☐ License (for Security Guards, Drivers, Medical, Librarian, Guidance Councilor, Engineers)
- 13 ☐ Marriage Certificate
- 14 ☐ Birth Certificate (NSO)
- 15 ☐ Phil. Health No.
- 16 ☐ TIN No.
- 17 ☐ PAG-IBIG ID No.
- 18 ☐ Application Letter (Vacant position)

Document Controller

Recommendation: _____

Reynaldo N. Floria
REYNALDO N. FLORIA
SIGNATURE OVER PRINTED NAME