





DEPARTMENT OF AGRONOMY

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CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to out Oct. 7, 2022 . Please submit the checked terms.	r office on or before	,
Type of Appointment: ☐ New Appointment ☐ Renewal ☐ Promotion ☐ Others		•
Name of Appointee: RUTH O. ESCASINAS Office/Unit/Department: Department of Agronomy		
I. Government forms for completion:	REMARKS	DATE RECEIVED
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	complied	
2 ■ Position Description Form (PDF) in 2 copies	complied	
Note: Must be signed by the head of office 3 ■ Oath of Office in 2 copies	_complied_	
Note: Signed by the Head of Agency Certificate of Nepotism in 2 copies		
Only applicable to administrative position Certificate of Assumption to Duty in 2 copies Note: Must be signed by the immediate supervisor or head of office Statement of Assets & Liabilities (SALN) in 2 copies Note: Must be notarized and latest SALN	complied	
Il Additional documents for submission:		
Approved recommendation NBI Clearance Medical Certificate (blood test, urinalysis, chest x-ray, drug test) Clearance (for transferee) Performance Rating (IPCR) for promotion (2 rating periods) for transferee (latest rating period) Approved transfer (for transferee)	complied _complied	
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 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	on process	
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)		
	Whom	
	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.

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