



DEPARTMENT OF ECONOMICS

College of Management and Economics Visayas State University Visca, Baybay City, Leyte 6521-A Philippines Phone/Fax: 053 563 7280, Local: 1024 Website: www.vsu.edu.ph

CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

	SALES AND SALES	•
Fill up the required listed forms & gather your documents in order of the checklist & submit to our Please submit the checked items.	office on or before	
Tune of Annalytments	*	
Type of Appointment: □ New Appointment □ Renewal □ Promotion □ Others		
E New Appointment E Neriewal El Tolliotion E Others		
Name of Appointee: Zyra May H. Centino		
Office/Unit/Department: Department of Economics, Visayas State University		
I. Government forms for completion:	REMARKS	DATE RECEIVED
Government forms for completion.	0	
1 Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)	Complied Complied	
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	1.0	
Position Description Form (PDF) in 2 copies	Complied	
Note: Must be signed by the head of office	0 0 0	
Oath of Office in 2 copies Note: Signed by the Head of Agency	Conflica	
4 Certificate of Nepotism in 2 copies		
Only applicable to administrative position	c 1:0	
Certificate of Assumption to Duty in 2 copies Note: Must be signed by the immediate supervisor or head of office	Confusa	
6 Statement of Assets & Liabilities (SALN) in 2 copies		
Note: Must be notarized and latest SALN		
Il Additional documents for submission:		
Approved recommendation NBI Clearance	0 00-0	
2 NBI Clearance → ♠ Photods 3 Medical Certificate (blood test, urinalysis, chest x-ray, drug test)	Conflicer	
4 Clearance (for transferee)	- Grand	
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)	And an accompany of the control of t	
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 (A)		
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		
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)		
The production (vacant position)		
PAG-IBIG ID No. Application Letter (Vacant position) Verified by:	750	
The start of the start of	XX	
and con / l con	SIGNATURE	
11 (11)		
Verified by:		

Vision: Mission: **ODHRM Staff**

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.

Page 1 of 1 FM-HRM-08 v0 11-12-2021 No. **DO E-2022**-02