





## **DEPARTMENT OF BIOLOGICAL SCIENCES**

Visca, Baybay City, Leyte, 6521-A PHILIPPINES

Phone: +63 53 563-7536; local 1019

Email: dbs@vsu.edu.ph Website: www.vsu.edu.ph

## 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 Appoin  ☐ New Appoir		□ Renewal	□ Promotion	□ Others					
Name of Appointee: Office/Unit/Departmen	nt:								
I. Government for	ms for c	ompletion:			REMARKS	DATE RECEIVED			
Note: If in 2 Position Des Note: Mu 3 Oath of Offic Note: Si 4 Certificate of Only app 5 Certificate of Note: Mu 6 Statement of	this PDS 4 pages cription F ust be sig e in 2 cop gned by the Nepotisn licable to Assump st be sigr Assets 8	form is generated with 2 sheets (atta form (PDF) in 2 coned by the head of sies he Head of Agency in 2 copies administrative postion to Duty in 2 co	office  ition opies ate supervisor or head of officing 2 copies	ng size bond paper, n 2 copies					
II Additional doc			, NETY						
4 Clearance (1) 5 Performance for prom for trans 6 Approved tra 7 Certification 8 Service Rece 9 NEURO EXA 10 TOR and DII 11 CSC Eligibil 12 License auth 13 Marriage Ce 14 Birth Certific 15 Phil. Health 16 TIN No. 17 PAG-IBIG ID	tificate (b) for transfere Rating (cotion (2 referee (later)) for transfer (for transfer (for transfer) for M (for SPLOMA wity— (2 cotenticated) for tificate (in the properties of the properties (PSANO)	lood test, urinalyseree) (IPCR) ating periods) test rating period) transferee) transferee) ec. Guards & new rith original or auth pies of original or a from PRC (for Set		(2)	SIGNATURE				
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,	DDHRM S	Staff							







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Name of Appointee:Office/Unit/Department:									
I. Government forms for completion:			REMARKS	DATE RECEIVED					
Personal Data Sheet -PDS CSC Form Note: If this PDS form is generated in 4 pages with 2 sheets (att Position Description Form (PDF) in 2 of Note: Must be signed by the head of Oath of Office in 2 copies Note: Signed by the Head of Agency Certificate of Nepotism in 2 copies Only applicable to administrative por Certificate of Assumption to Duty in 2 of Note: Must be signed by the immed									
6 Statement of Assets & Liabilities (SALN Note: Must be notarized and latest				ALESSA AND AND AND AND AND AND AND AND AND AN					
II Additional documents for submission:									
Approved recommendation NBI Clearance Medical Certificate (blood test, urinal) Clearance (for transferee) Performance Rating (IPCR) for promotion (2 rating periods) for transferee (latest rating period) Approved transfer (for transferee) Certification of leave credit balance (for Service Record (for transferee) NEURO EXAM (for Sec. Guards & nev TOR and DIPLOMA with original or aut CSC Eligibility— (2 copies of original or 12 License authenticated from PRC (for Sec. 13. Marriage Certificate (if applicable) Birth Certificate (PSA) Phil. Health No. TIN No. PAG-IBIG ID No. Application Letter (Vacant position)	transferee) w hired only) henticated copy from school in 2 authenticated copy from CSC)		SIGNATURE						
Verified by:									
ODHRM Staff	-								