





Visca, Baybay City, Leyte, 6521-A, Philippines Telephone: +63 53 563-7497 / 53 565-0600 (local 1052) Email: iteem@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 Please submit the checked / items.	office on or before	
Flease submit the checked [2] items.		· · · · · · · · · · · · · · · · · · ·
Time of Amelintments		
Type of Appointment: ☐ New Appointment ☐ Renewal ☐ Promotion ☐ Others		
□ New Appointment □ Renewal □ Promotion □ Others		
Name of Appointee: Cecilio M. Benitez		
Office/Unit/Department: ITEEM		
I. Government forms for completion:	REMARKS	DATE RECEIVED
1 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		
2 ■ Position Description Form (PDF) in 2 copies		
Note: Must be signed by the head of office		
3 ♥ Oath of Office in 2 copies		
Note: Signed by the Head of Agency		
4 Certificate of Nepotism in 2 copies		
Only applicable to administrative position		
5 Certificate of Assumption to Duty in 2 copies		
Note: Must be signed by the immediate supervisor or head of office		
6 Statement of Assets & Liabilities (SALN) in 2 copies		
Note: Must be notarized and latest SALN		
Il Additional documents for submission:		
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 periods)		
for transferee (latest 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 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		
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)		
, 4Fm-110, (-110m)		
	0	
	(/2014/	
	Youth	
	SIGNATURE	
Verified by:		
ODHRM Staff		
	8	

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.

Page 1 of 1 FM-HRM-08 v0 11-12-2021

No.