



### 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 Appointment:

☒ New Appointment ☐ Renewal ☐ Promotion ☐ Others

Name of Appointee: Michelle Aubrey D. Cabase

Office/Unit/Department: Department of Economics

#### I. Government forms for completion:

	REMARKS	DATE RECEIVED
1. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Position Description Form (PDF) in 2 copies Note: Must be signed by the head of office		
3. <input checked="" type="checkbox"/> Oath of Office in 2 copies Note: Signed by the Head of Agency		
4. <input type="checkbox"/> Certificate of Nepotism in 2 copies Only applicable to administrative position		
5. <input checked="" type="checkbox"/> Certificate of Assumption to Duty in 2 copies Note: Must be signed by the immediate supervisor or head of office		
6. <input checked="" type="checkbox"/> Statement of Assets & Liabilities (SALN) in 2 copies Note: Must be notarized and latest SALN		

#### II Additional documents for submission:

1. <input type="checkbox"/>	Approved recommendation		
2. <input checked="" type="checkbox"/>	NBI Clearance		
3. <input checked="" type="checkbox"/>	Medical Certificate (blood test, urinalysis, chest x-ray, drug test)		
4. <input type="checkbox"/>	Clearance (for transferee)		
5. <input type="checkbox"/>	Performance Rating (IPCR)		
	<input type="checkbox"/> for promotion (2 rating periods)		
	<input type="checkbox"/> for transferee (latest rating period)		
6. <input type="checkbox"/>	Approved transfer (for transferee)		
7. <input type="checkbox"/>	Certification of leave credit balance (for transferee)		
8. <input type="checkbox"/>	Service Record (for transferee)		
9. <input checked="" type="checkbox"/>	NEURO EXAM (for Sec. Guards & new hired only)		
10. <input checked="" type="checkbox"/>	TOR and DIPLOMA with original or authenticated copy from school in 2 copies		
11. <input checked="" type="checkbox"/>	CSC Eligibility- (2 copies of original or authenticated copy from CSC)		
12. <input type="checkbox"/>	License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies		
13. <input checked="" type="checkbox"/>	Marriage Certificate (if applicable)		
14. <input checked="" type="checkbox"/>	Birth Certificate (PSA)		
15. <input checked="" type="checkbox"/>	Phil. Health No.		
16. <input checked="" type="checkbox"/>	TIN No.		
17. <input checked="" type="checkbox"/>	PAG-IBIG ID No.		
18. <input checked="" type="checkbox"/>	Application Letter (Vacant position)		

MICHELLE AUBREY D. CABASE  
SIGNATURE

Verified by:

HRMO Staff