



INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

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CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checkli . Please submit the checked	st & submit to our	office on or befor	re
Type of Appointment:	1 151	Ann Ma	
□ New Appointment □ Renewal □ Promotion	□ Others		
Jame of Appointee: <u>Christopher Jr. Ratilla Galgo</u> Dffice/Unit/Department: <u>ISRDS</u>			
Government forms for completion:		REMARKS	DATE RECEIVED
Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID pict Note: If this PDS form is generated in ecopy, it must be in the long s in 4 pages with 2 sheets (attach work experience sheet) in 2 of	ize bond paper,		
2 ■ Position Description Form (PDF) in 2 copies	орюз	1	
Note: Must be signed by the head of office			
3 ■ Oath of Office in 2 copies		1	
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		1	
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)			
0. TOR and DIPLOMA with original or authenticated copy from school in 2 c	copies		
1. CSC Eligibility- (2 copies of original or authenticated copy from CSC)			
2. License authenticated from PRC (for Security Guards, Drivers, & etc.) in	2 copies		
3. Marriage Certificate (if applicable)			
4. Birth Certificate (PSA)			
5. Phil. Health No.			
6. TIN No.			
7. PAG-IBIG ID No.			
8. Application Letter (Vacant position)			7
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	Andrew Street,	SIGNATURE	
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/erified by:			
ODHRM Staff			
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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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