VISAYAS STATE UNIVERSITY
DEPARTMENT OF PURE & APPLIED CHEMISTRY
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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: Jovanie L. Olacinas
Office/Unit/Department: DOPAC

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		

II 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)		

TPES 1st Sem 2020-2021
1st Sem 2021-2022

SIGNATURE

Verified by:

ODHRM Staff

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.