



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: **RONEL B. GEROMO**
Office/Unit/Department: **Animal Science, VSU, Visca, Baybay City, Leyte**

I. Government forms for completion:

- 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

REMARKS **DATE RECEIVED**

REMARKS	DATE RECEIVED
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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)

REMARKS	DATE RECEIVED
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RONEL B. GEROMO
SIGNATURE

Verified by:

_____ ODHRM Staff

Natml-c-04