VISAYAS
STATE UNIVERSITY

NATIONAL ABACA RESEARCH CENTER
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: 053-525-0140-1058
Mobile cp#09173108072
Email: fgsinon@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 office on or before _____. Please submit the checked ☑ items.

Type of Appointment:

☐ New Appointment ☐ Renewal ☐ Promotion ☐ Others

Name of Appointee: <u>ABEGAIL B. VILLAMOR</u>
Office/Unit/Department: <u>National Abaca Research Center</u>

		REMARKS	DATE RECEIVED
I. Government forms for completion:			

1 ■ Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest) — *w/ correction*
  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 — *w/ correction*
  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)

_____
SIGNATURE

Verified by:

_____
ODHRM Staff

| Vision: | A globally competitive university for science, technology, and environmental conservation. | Page 1 of 1 |
| Mission: | Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. | FM-HRM-08 v0 11-12-2021 |

No. 22-CEA-14