



PHILIPPINE ROOT CROP RESEARCH & TRAINING CENTER

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CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed for	orms & gather your documents of the checked of the	ments in order of the check	klist & submit to our	office on or before
Type of Appointment:		□ Promotion	□ Others	PROPINCE
Name of Appointee: Resa M. Dacera Office/Unit/Department: PhilRootcrops				JUN 2 2 2024 PSOPM fur
I. Government forms for completion: 1 ■ Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)				REMARKS DATE RECEI
Note: If this PD in 4 page 2 Position Description Note: Must be s 3 Oath of Office in 2 con Note: Signed by 4 Certificate of Nepotic Only applicable to Certificate of Assum Note: Must be si 6 Statement of Assets	S form is generated in each set with 2 sheets (attach was Form (PDF) in 2 copies igned by the head of official opies at the Head of Agency sem in 2 copies to administrative position aption to Duty in 2 copies	copy, it must be in the long york experience sheet) in 2 ice	g size bond paper, 2 copies	SON DE LA CONTRACTION DE LA CO
II Additional documents	s for submission:			R/ C/
4 Clearance (for trans 5 Performance Rating for promotion (2) for transferee () 6 Approved transfer (f 7 Certification of leave 8 Service Record (for 9 NEURO EXAM (for 10. TOR and DIPLOMA 11. CSC Eligibility— (2 of	(blood test, urinalysis, offeree) g (IPCR) trating periods) latest rating period) or transferee) c credit balance (for transferee) Sec. Guards & new hired with original or authentic copies of original or authe ded from PRC (for Security (if applicable)	oferee)		ronting
				SIGNATURE
Verified by:				

vermed by.

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ODHRM Staff

Vision: Mission: