

DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. IX
FINANCE AND ADMINISTRATIVE SUPPORT SERVICES
Human Resources Section

CHECKLIST OF REQUIREMENTS FOR APPOINTMENT

Name of Appointee _____

Position to be Appointed to _____

Item No.: _____ Status of Appointment _____

Nature Appointment _____

Congratulations! You've been considered for appointment to the above position. To facilitate the processing of your appointment paper, kindly submits to us the following checked requirements as soon as possible.

General Requirements

Record of Submission

		<u>Date</u>	<u>Received by</u>
1.	Personal Data Sheet (CSC Form 212)	_____	_____
2.	Birth Certificate (NSO authenticated)	_____	_____
3.	Marriage Contract, if applicable	_____	_____
4.	Transcript of Record or Form 137A (If high school graduate)	_____	_____
5.	Diploma	_____	_____
6.	Certificate of Eligibility	_____	_____
7.	Clearance from last employment	_____	_____
8.	NBI Clearance	_____	_____
9.	Oath of Office	_____	_____
10.	Statement of Assets, Liabilities and Networth, Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service	_____	_____
11.	Tax Identification Number	_____	_____
12.	Community Tax Certificate	_____	_____
13.	Barangay Certificate	_____	_____
14.	Medical Certificate	_____	_____
15.	ID pictures (colored: 2 pcs 1"X1", 2 pcs 2 pcs passport size)	_____	_____
16.	Sketch Map of Residence	_____	_____

Requirements for those with government service

17.	Last Appointment	_____	_____
18.	Service record, if former government employee	_____	_____
19.	Certificate of no pending administrative/ criminal case filed by previous office	_____	_____
20.	Performance Evaluation Report for the last two rating periods	_____	_____
21.	Approval of transfer	_____	_____
22.	Statement of last salary received verified by COA Auditor	_____	_____
23.	Certificate of leave credit balance	_____	_____
24.	GSIS Policy Contract	_____	_____

Note: For photocopied documents submitted, please bring the original copy for verification.