



HUMAN RESOURCE MANAGEMENT OFFICE

October 7, 2020

MS. NIESCEE EISCENE C. TALAMAN
Bgy. Sta. Monica, Puerto Princesa City

MS. TALAMAN:

Greetings!


This pertains to your application for teaching position in this University. Please be informed that you are hired as Part Time Instructor effective 1st semester, S.Y. 2020-2021. You will be assigned in the College of Arts and Sciences.

Please submit the necessary documents (soft and hard copy) needed in processing of your employment to the HRM within seven (7) days after receipt hereof.

1. 1 set of Personal Data Sheet (CS Form 212, Revised 2017);
2. 1 copy of identical ID pictures with specifications, as follows:
 - a. Philippine Passport Size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches)
 - b. Colored, with white background
 - c. Taken within three (3) months
 - d. Printed on good quality photo paper
 - e. In standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.54 cm below the chin)
 - f. In bare face (with no eyeglasses or any accessories that may cover the facial features)
 - g. Showing left and right ears
 - h. Taken in full-face view directly facing the camera
 - i. With neutral facial expression, and both eyes open
 - j. With full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name, and Extension Name (if any), and signature over printed name
3. 1 copy of Position Description Form (DBM-CSC Form 1, Revised 2017);
4. 1 copy of Panunumpa/Oath of Office (CS Form 32, Revised 2018);
5. 2 copies of Certification of Assumption to Duty (CS Form No. 4, Series of 2018);
6. Copy of NBI Clearance with receipt;
7. TIN;
8. Secure Medical Certificate from University Physician;
9. 1 authenticated copy of PSA Birth and Marriage Certificate and dependents PSA Birth Certificate;
10. 1 authenticated copy of Transcript of Records (☒ BS/ ☐ MS/ ☐ PhD);
11. 1 authenticated copy of Diploma (☒ BS/ ☐ MS/ ☐ PhD);
12. 1 Original copy of the authenticated Certificate of Eligibility/Rating/License;
 - Certificate of Eligibility issued by the CSC (if any)
 - Valid Professional License and Certificate of Registration issued by the Professional Regulation Commission (PRC)
13. Authenticated copies of Trainings and Seminars attended;
14. 2 copies of teaching load;
15. 2 copies of notarized contract;
16. ATM Application (LOE c/o Cashier's Office);
17. Tulong Kapwa Membership (Optional); and
18. 1 legal size ordinary/white folder.

For your information and compliance.

Very truly yours,


AILENE G. FERRIOL
AO V, HRM Office

Forms are available at HRM Office

