

1. Processing of Publication, Authority to Fill and Appointment Papers

This service involves the preparation of appointment papers of newly-hired, promoted, reemployed, reappointed or transferred and substitute employee

Office or Division:	Personnel Section	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	New entrants SDO employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Acknowledgement of published Items (1 photocopy)		Personnel Section
2. Publication –CSC Form No. 9 (Revised 2018) received by CSCFO (1 photocopy)		Personnel Section
3. Checklist of Common Requirements (1 original)		Personnel Section
4. Appointments Processing Checklist (1 original)		Personnel Section
5. Appointment Form CS Form No. 33-A (Revised 2018) (3 original, 1 photocopy)		Personnel Section
6. Certificate of Availability of funds (3 original, 1 photocopy)		Personnel Section
7. 4. Oath of Office –CS Form No. 32 (Revised 2018) (3 original, 1 photocopy)		Personnel Section
8. 5. Certificate of Assumption to Duty –CS Form No. 4 (Series of 2018) (3 original, 1 photocopy)		Personnel Section
9. Clearance-CS Form 7 (3 original, 1 photocopy) except for original and reemployment		Personnel Section
10. Position Description Form-DBM-CSC Form No. 1 (Revised version No. 1 s. 2017) (3 original, 1 photocopy))		Personnel Section
11. Approved Rank list (3 photocopy) - except for Reappointment as Provisional, Permanent and transfer		Personnel Section

12. Summary Profile and Evaluation Report of Candidate (3 photocopy) - except for Reappointment as Provisional, Permanent and transfer	Personnel Section
13. Duly accomplished CSC Form 212 (Revised 2017) –Personal Data Sheet (3 Original)	Appointee
14. Work Experience Sheet (3 original)	Appointee
15. Certified true copy of Original Transcript of records (3 photocopy)	Emanating School
16. Authenticated copy of PRC Board rating/CSC Eligibility (1 original, 2 photocopy) – except for Reappointment as Provisional	PRC or CSC
17. Certified true copy of Professional Regulation Commission (PRC) Identification card –if applicable (3 photocopy) –except for Reappointment as Provisional	PRC
18. Latest Approved Appointment (3 photocopy) –except for Original and reemployment	Appointee
19. Performance Rating (3 photocopy) – except for Original and reemployment	Appointee
20. Medical Certificate –CS Form No. 211 (Revised 2017) (1 original, 2 photocopy)	Accredited Health Care Facility
21. Results of Medical Exam and Laboratory test (3 photocopy) -except for promotion, reappointment and transfer	Accredited Health Care Facility
22. NBI Clearance (3 photocopy) –except for promotion, reappointment and transfer	NBI
23. PSA Birth Certificate (3 photocopy)- except for promotion, reappointment and transfer	PSA
24. Marriage Certificate –if applicable (3 photocopy) - except for promotion, reappointment and transfer	PSA

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Publication of vacant position	Verifying of item number of the vacancy in the PSIPOP and identify the Qualification Standard (QS) to use for the vacant position to be publish and prepare the Publication –CSC Form No. 9 (Revised 2018) to be received by CSCFO	None	1 day	Personnel Section
2. Request for Authority to fill of vacant position	Prepare the request for authority to fill form to be approved by the Planning Officer	None	1 day	Personnel Section
3. Submit all documentary requirements	3.1. Receives and check for the completeness of the submitted requirements for appointment	None	1 day	Personnel Section
	3.2. Prepare Appointment paper (CS Form No. 33-A), Position Description Form (CS Form No. 1), Oath of Office (CS Form No. 32), Assumption to Duty (CS Form No. 4), Certificate of Availability of funds, Appointments Processing checklist, Checklist of common requirements, Publication and Acknowledgement of published items	None	3 days	
	3.3. Forward to Immediate Superior the Position Description Form (PDF) for signature	None	2 days	

	3.4. Forward to authorized signatories to sign on the certifications at the back of the appointment (CS Form No. 33-A)	None	10 days	
4. Submission of Appointment to the CSCFO	4.1 Sorting of appointment paper and completion of attachments	None	1 day	
	4.2 Prepare of Appointment Transmittal and Action Form (ATAF) and submit a softcopy via email then Submit the appointment papers to the CSCFO	None	1 day	
	TOTAL:	NONE	20 days	