

**HUMAN RESOURCE DEVELOPMENT OFFICE**

**Check List**

(Required papers for Original Appointment or Re-Appointment to Academic Position)

1. Application letter & CV (2 copies)
2. CSC Form 212 (Personal Data Sheet Revised 2005) (3 copies)
3. Transcript of Records/Diploma/Certificate (2 copies)
4. Medical Certificate (2 copies)
5. Tax Identification Number (TIN)
6. Identification Card
7. NBI Clearance (2 copies)
8. Birth & Marriage Certificates (2 copies – NSO Authenticated)
9. Latest 2X2 picture (2 copies)
10. SALN as of Date of Appointment (3 copies)
11. Panunumpa (3 copies)
12. Report for Duty (3 copies)

Remarks: \_\_\_\_\_

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