

HUMAN RESOURCE DEVELOPMENT OFFICE

Check List

(Required papers for Original Appointment or Re-Appointment to Administrative 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. Nepotism Clearance (3 copies)
6. Tax Identification Number (TIN)
7. Identification Card
8. NBI Clearance (2 copies)
9. Neuro-psychiatric Examination (2 copies)
10. Birth & Marriage Certificates (2 copies – NSO Authenticated)
11. Latest 2X2 picture (3 copies)
12. CSC Eligibility Certificate (2 copies)
13. Position Description Form (3 copies)
14. SALN as of Date of Appointment (3 copies)
15. Panunumpa (3 copies)
16. Report for Duty (3 copies)

Remarks: _____

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