



PHILIPPINE NAVY
NAVAL RESERVE COMMAND
NAVAL RESERVIST MANAGEMENT CENTER
1898 Avenue, Naval Base Heracleo Alano,
Sangley Point, Cavite City



CHECKLIST FOR PROMOTION
(For Enlisted Personnel)

Basic Requirements
A. Recommendation Letter from Unit Commander
B. RIDS
C. SOI
D. Order that carried in the roster of any reserve units under the promotion authority
E. Time-in-Grade (TIG)
F. Length of Service
G. Must have satisfactorily completed in his/her present grade any of the following: ADT/Weekend ADT/Assembly Test or Exercise/Advance ROTC Course/Any other ADT of not less than seven (7) days in duration prescribed by the promotion authorities
H. Must pass the Physical Fitness Test (PFT)
I. He/she is occupying or is earmarked to occupy a Table of Organization/ Table of Distribution (TO/TD) position calling for at least the grade to which he is being promoted, and he/she possesses the skills/qualifications required of such TO/TD position
J. Has no pending case or derogatory record.

Note: Please compile these documents in **THREE (3)** folders, **ONE (1)** original and **TWO (2)** authenticated photocopy in a **Blue** folder with proper **blue** index tabbing

For further inquiries pls contact Office NRMCMC, NRC, Naval Base Heracleo Alano, Sangley Point, Cavite City at: CP NR: **0917-1570-472**
EMAIL: nrmc.nrc2017@gmail.com

Verified By: _____
Date: _____
(NRCen personnel)

(This form must be attached on the original folder upon submission)