BUREAU OF CUSTOMS-SUB-PORT OF MACTAN

CHECKLIST OF REQUIREMENTS FOR APPOINTMENT PROCESSING (NEW HIRE)

FORM NO.: BOCSOM-F-HRM-003	EFFECTIVE DATE: October 1, 2023	VERSION: 1	PAGE 1 of 3

INSTRUCTION: Accomplish the attached forms and transmit to HRMD.

NAME: _____

POSITION: _____

GROUP/PORT: _____

SERVICE/SUB-PORT: _____

DIVISION: _____

1. PRE-EMPLOYMENT REQUIREMENTS

DOCUMENTARY REQUIREMENT & TOTAL NUMBER OF COPIES	NO. OF COPIES FOR HRMD		NO. OF COPIES FOR GROUP/PORT	NO. OF COPIES FOR APPOINTEE
	FOR 201 FILE	FOR CSC		
☐ **APPOINTMENT FORMS** – CS FORM 33-A, REVISED 2018 (Prior to submission to CSC) **(to be provided by the HRMD)**	-	3 ORIGINAL	1 PHOTOCOPY	1 ORIGINAL
☐ **PERSONAL DATA SHEET WITH WORK EXPERIENCE SHEET** – CS FORM NO. 212, REVISED 2018	1 ORIGINAL	1 ORIGINAL	1 ORIGINAL	-
☐ **MEDICAL CERTIFICATE** – CS FORM NO. 211 ☐ **BLOOD TEST** ☐ **URINALYSIS** ☐ **CHEST X-RAY** ☐ **DRUG TEST** ☐ **PSYCHOLOGICAL TEST** (1-ORIGINAL) FOR EG/IG APPOINTEES: ☐ **EURO-PSYCHIATRIC EXAMRESULT**	1 ORIGINAL	-	1 PHOTOCOPY	-
☐ **NBI CLEARANCE**	1 ORIGINAL	-	1 PHOTOCOPY	-
☐ **DIPLOMA/CERTIFICATE OF GRADUATION**	1CERTIFIED COPY BY SCHOOL	-	1 PHOTOCOPY	-
☐ **TRANSCRIPT OF RECORDS**	1CERTIFIED COPY BY SCHOOL	-	1 PHOTOCOPY	-
☐ **AUTHENTICATED ELIGIBILITY/IES OR PRC LICENSE – WITH OFFICIAL RECEIPT**	-	1 ORIGINAL	1 PHOTOCOPY	-

☐ **CERTIFICATE OF LIVE BIRTH& MARRIAGE CERTIFICATE – IF APPLICABLE**	1 ORIGINAL	-	1 PHOTOCOPY	-

2.REQUIREMENTS UPON ASSUMPTIONTO BE SUBMITTED TO THE DESIGNATED PORT/DIVISION/GROUPON _____,2020

DOCUMENTARY REQUIREMENT & TOTAL NUMBER OF COPIES	NO. OF COPIES FOR HRMD		NO. OF COPIES FOR GROUP/PORT	NO. OF COPIES FOR APPOINTEE
	FOR 201 FILE	FOR CSC		
☐ **OATH OF OFFICE** – CS FORM NO. 32, REVISED 2018 **(to be provided by the HRMD)**	1 ORIGINAL	1 ORIGINAL	1 ORIGINAL	1 ORIGINAL
☐ **CERTIFICATE OF ASSUMPTION** – CS FORM NO. 4, REVISED 2018 **(to be provided by the HRMD)**	1 ORIGINAL	1 ORIGINAL	1 ORIGINAL	1 ORIGINAL
☐ **POSITION DESCRIPTION FORM** – DBM-CSC FORM NO. 1, REVISED 2018 **(to be provided by the HRMD)**	1 ORIGINAL	1 ORIGINAL	1 ORIGINAL	1 ORIGINAL
☐ **STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AS OF DATE OF ASSUMPTION**	3 ORIGINAL	1 ORIGINAL	1 PHOTOCOPY	-
☐ **UMID CARD**	1 PHOTOCOPY	-	1 PHOTOCOPY	-
☐ **BIR 1902 OR 2305 FORM**	1 PHOTOCOPY	-	1 PHOTOCOPY	-
☐ **PAG-IBIG MEMBERSHIP FORM**	1 ORIGINAL	-	1 PHOTOCOPY	-
☐ **PHILHEALTH MEMBERSHIP FORM**	1 ORIGINAL	-	1 PHOTOCOPY	-
☐ **GSIS MEMBERSHIP FORM**	2 ORIGINAL	-	1 PHOTOCOPY	-
☐ **LANDBANK FORM OR PHOTOCOPY OF ATM CARD**	1 PHOTOCOPY	-	1 PHOTOCOPY	-
OTHERS	1 ORIGINAL	-	1 PHOTOCOPY	-

☐ **1 PC. 2X2 I.D. PICTURE** (1-ORIGINAL) ☐ **I.D. RENEWAL/UPDATE FORM** (1-ORIGINAL)				