

“Appendix”		
Name of Appointee		
Checklist of Pertinent Documents for Appointment		
(NEW-Permanent) Revised 2018		
	4 Original	CS Form No.33-A revised 2018(to be prepared by HRMO)
	3 Original	Oath of Office Revised 2018- notarized
	3 Original	Assumption to Duty Revised 2018 (pls leave the date blank)
	3 Original	Updated CSC Personnel Data Sheet (revised 2017) duly signed and thumbmark w/ 3pcs 1.5 x 2 ID pictures
	3 Original	Additional worksheet or work experience sheet (csc form 212)
	3 Original	Position Description Form revised 2017, duly signed (pls leave the date blank)
	3 Original	SALN duly signed
		Certificate of Live Birth (PSA or LCR) If PSA 1 original authenticated copies & 2 photocopies , if LCR 1 original authenticated copies & 2 photocopies by the agency where you requested the copy.
		Certificate of Marriage (PSA or LCR) If PSA 1 original authenticated copies & 2 photocopies , if LCR 1 original authenticated copies & 2 photocopies by the agency where you requested the copy.
		Board rating (1 original authenticated copy & 2 photocopies)
		Unexpired license/eligibility (1 original authenticated copy & 2 photocopies)
		Transcript of records (1 original authenticated copy & 2 photocopies)
		CSC Form 211 (Medical Form revised 2018) with attached medical results (1 certified photocopy & 1 original)
		NBI Clearance(unexpired)
		TIN
		BIR Form 1902 (for updating if from other agency)
I hereby certify that I have reviewed the completeness and correctness of the documents contained herein for appointment.		
Personnel In-charge		