

PSPB Secretariat Checklist of Requirements

DATE RECEIVED:
TIME:

NAME OF APPLICANT:
POSITION:

The application letter shall comprise of the following requirements.

	Lawyer Position (Non-Presidential Appointees)	REMARKS
	1. Application Letter;	
	2. Three (3) copies of duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017 downloadable at csc.gov.ph) together with the Work Experience Sheet for all applicants, preferably typewritten;	
	3. Bar rating;	
	4. Certificate of Admission to the bar;	
	5. Clearances (Valid only for 6 months):	
	5.1 Ombudsman Clearance	
	5.2 Sandiganbayan Clearance	
	5.3 Civil Service Clearance	
	5.4 NBI Clearance	
	6. Photocopy of Performance Evaluation/IPCR, at least VS for the last two semester s immediately preceding the application;	
	7. Duly accomplished and signed Medical Certificate (CSC Form 211) with required attachments from items 1-5.	

ODPSPB.FRM.2016.009
Revision 2 / 07-20-2017