

PSPB Secretariat Checklist of Requirements

DATE RECEIVED: _____ NAME OF APPLICANT: _____
 TIME: _____ POSITION: _____

The application letter shall comprise of the following requirements:

	Lawyer Position (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. Certification from the recommendee that he/she possesses all the qualifications and none of the disqualifications for the position;	
	7. For recommendees with the pending case/s, to submit the following documents:	
	7.1 Signed case brief/executive summary of the pending case/s by the concerned person or official who prepared the same;	
	7.2 Recommendation letter from the Head of Agency affirming his/her recommendation despite pending case/s;	
	7.3 Copies of affidavit complaint, with complete attachments/annexes;	
	7.4 Counter affidavit; answer or reply with complete attachments/annexes;	
	7.5 Rejoinder and comment to the rejoinder, with complete attachments/annexes (if filed);	
	7.6 Other related documents, e.g., Office of the President/Sandiganbayan/Court of Appeals/Supreme Court decisions, if any.	
	8. Photocopy of Performance Evaluation/IPCR (at least VS for the last two semesters immediately preceding the application);	
	9. Original Sworn Statements, Liabilities and Networth (SALN);	
	10. Duly accomplished and signed Medical Certificate (CSC Form 211) with required attachments from items 1-5.	