

# PSPB Secretariat Checklist of Requirements

**DATE RECEIVED:**  
**TIME:**

**NAME OF APPLICANT:**  
**POSITION:**

The application letter shall comprise of the following requirements.

	<b>Non-Lawyer Position</b>	<b>REMARKS</b>
	<b>1. Application Letter</b>	
	<b>2. Three (3) copies of duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017 downloadable at <a href="http://csc.gov.ph">csc.gov.ph</a>) together with the Work Experience Sheet for all applicants, preferably typewritten;</b>	
	<b>3. Authenticated CS Eligibility required for the position/Certified true copy of board rating (RA 1080) and Photocopy of updated PRC license;</b>	
	<b>4. Certified True Copy of Transcript of Records (TOR);</b>	
	<b>5. Photocopy of certificates of relevant trainings/seminars required for the position;</b>	
	<b>6. NBI Clearance (For new applicants);</b>	
	<b>7. Photocopy of Performance Evaluation/ IPCR (at least VS for the last two semesters immediately preceding the application (For promotion);</b>	
	<b>8. For Non-Lawyer applying for the position of the Division Chief and Executive/Managerial Positions:</b>	
	<b>8.1 Duly accomplished and signed Medical Certificate (CSC Form 211) with Psycho-Neurological Examination for Non-Lawyer applying for the position of Division Chief;</b>	
	<b>8.2 Photocopy of Training Certificate of at least 40 hours of supervisory/management learning and development undertaken within the last 5 years for Division Chief;</b>	
	<b>8.3 Photocopy of Training Certificate of at least 120 hours of supervisory/management learning and development undertaken within the last 5 years for Executive/Managerial Positions.</b>	