

CHECKLIST FOR EMPLOYMENT

- 1 Letter of Application
- 2 CSC Form 212 (Personal Data Sheet should be accomplish detailed & typewritten with picture (can download @ csc.gov.ph))
- 3 Civil Service Eligibility duly certified /Lawyers (Admission to the BAR & Bar Rating)
- 4 Transcript of Records duly certified
- 5 NBI Clearance
- 6 copy of certification of trainings (if any)

CHECKLIST FOR PROMOTION

- 1 Letter of Application
- 2 CSC Form 212 (Personal Data Sheet should be accomplish detailed & typewritten with picture (can download @ csc.gov.ph))
- 3 Civil Service Eligibility duly certified
- 4 Transcript of Records duly certified
- 5 copy of certification of trainings
- 7 Certificate of No Pending Administrative Case from IID
- 6 Performance Evaluation Report of at least Very Satisfactory for the last semester (if government employee)

CHECKLIST for Presidential Appointee: (NEW)

- 1. Form 212 (Personal Data Sheet should be typewritten with picture)
- 2 Clearances
 - a. NBI
 - b. Ombudsman
 - c. Sandiganbayan
 - d. Civil Service Commission
- 3 Certificate of Admission to the BAR
- 4 Bar Rating
- 5 Sworn Statement of Assets and Liabilities and Network
- 6 Transcript of Records duly certified
- 7 Medical Certificate (CSC Form 211)
- 8 Service Record
- 9 Certification that you possess all the qualifications and none of the disqualifications for the position
- 10 Performance Evaluation Report of at least Very Satisfactory for the last semester (if government employee)

Note: Incomplete requirements will not be processed