

Republic of the Philippines Human Resource Development Service

### **DEPARTMENT OF LABOR AND EMPLOYMENT**

Intramuros, Manila 527-3000 loc 502-506 dolehrds.recruitment@gmail.com

### RECRUITMENT REQUIREMENTS CHECKLIST

Per AO No. 88-A series of 2011 or the Enhanced Selection and Promotion System

Applicant's Information							
Name:					Office:		
Positio	n Applied For:				Contact #:		
	I.						
5a. ORIGINAL APPOINTMENT							
FOR PROCESSING OF APPOINTMENT		1.	Updated Personal Data Sheet (3 original sets- with passport size photo, thumb mark & recent Community Tax Certificate)				
		2.	Transcript of Records (Certified True Copy by the School)				
		3.	Diploma (Certified True Copy by the School)				
		4.	Authenticated Certificate of Eligibility and/or Board Rating (CSC, PRC or Supreme Court, whichever is applicable)				
		5.	Certificate of Admission to the Bar Authenticated by the Supreme Court (for lawyer positions)				
		6.	NBI Clearance				
		7.	Notarized Self-Certification of No Pending nor previous Administrative, Criminal or Civil Case				
		8.	*Medical and Physical Tests with Neuro-Psychological exam (see list in CSC Form No. 211)				
	□	9.	**Medical Certificate with documentary stamp (CSC Form No. 211)				
	□	10.	. Certificate of employment with actual duties and responsibilities (if applicable)				
	0	11.	. Copy of relevant training certificates (if applicable)				
(Please attach the documentary requirements accordingly)							
HRDS/IMSD Remarks/Action:							
☐ Complete ☐ Incomplete for submission of the following:				submission of the following:			
r				·	Ţ.		
Received By:				Received By:			
Date:				Date:			

<sup>\*</sup> Medical and physical tests including Neuro-Psychological exam can be acquired from any accredited/licensed Diagnostics Centers and/or Government Hospitals

\*\*Medical Certificate (CSC Form No. 211) must be accomplished by Government Physicians only.



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Positio	Position Applied For:				Contact #:	
	5b. PRO	иоті	ON .			
FOR APPOINTMENT PROCESSING	5c. TRAN	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.  SFER 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.	mark & recent Community Ta Transcript of Records (Certific Diploma (Certified True Copy Authenticated Certificate of E Court, whichever is applicable Certificate of Admission to the positions) Ombudsman Clearance Sandiganbayan Clearance CSC Clearance NBI Clearance Certification of No Pending Ad Certification of No Cash Adva Copy of relevant training certi Certificate of actual duties and Individual Performance Comm *Neuro-Psychological Examin  Updated Personal Data Shee mark & recent Community Transcript of Records (Certified Diploma (Certified True Copy Authenticated Certificate of E Court, whichever is applicable Certificate of Admission to the positions) Ombudsman Clearance Sandiganbayan Clearance CSC Clearance NBI Clearance Copy of relevant training certi Certificate of employment with Individual Performance Comm *Neuro-Psychological Examin Service Record	cx Certificate) and True Copy by the by the School) digibility and/or Board and Disalloward ficate/s (if applicable desponsibilities (if anitment Rating (IPCF) and the School) digibility and/or Board and Disalloward ficate/s (if applicable desponsibilities (if anitment Rating (IPCF) and True Copy by the by the School) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school) digibility and/or Board (in actual duties and report of the school)	d Rating (CSC, PRC or Supreme by the Supreme Court (for Lawyer  nces e) applicable) R) for the last rating period  with passport size photo, thumb  School) d Rating (CSC, PRC or Supreme by the Supreme Court (for Lawyer  e) esponsibilities (if applicable) R) for the last rating period	
(Please attach the documentary requirements accordingly) HRDS/IMSD Remarks/Action:						
□ Complete			пкрэ/шэр		submission of the following:	
Received By:				Received By:		
Date:				Date:		

<sup>\*</sup> Medical and physical tests including Neuro-Psychological exam can be acquired from any accredited/licensed Diagnostics Centers and/or Government Hospitals

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Name: Position Applied For:				Office:			
					Contact #:		
	Ed DEEM	IDI O	/MENT				
	5d. REEMPLOYMENT						
ပ		1.	Updated Personal Data Sheet ( <b>3 original sets</b> - with passport size photo, thumb mark & recent Community Tax Certificate)				
SIN		2. 3.	Transcript of Records (Certified True Copy by the School)  Diploma (Certified True Copy by the School)				
FOR APPOINTMENT PROCESSING	0	4.	Authenticated Certificate of Eligibility and/or Board Rating (CSC, PRC or Supreme Court, whichever is applicable)				
	□	5.	Certificate of Admission to the Bar Authenticated by the Supreme Court (for Lawyer positions) Ombudsman Clearance				
		6.					
Z		7.	Sandiganbayan Clearance				
Ξ		8. 9.	CSC Clearance NBI Clearance				
PO		9. 10.	Copy of relevant training certificate/s (if applicable)  Certificate of employment with actual duties and responsibilities (if applicable)  Individual Performance Commitment Rating (IPCR) for the last rating period				
ΑP		11.					
8		12.					
S.		13.	*Medical and Physical Tests with Neuro-Psychological exam (see list in CSC Form No. 211)				
		14.	Service Record				
		15.	Clearance from the last government office/service				
			(Please attach the documer	ntary requirements ac	cordingly)		
				Remarks/Action:	<b>5.7</b> /		
☐ Complete					ubmission of the following:		
Received By:				Received By:			
Date:				Date:			

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Per AO No. 88-A series of 2011 or the Enhanced Selection and Promotion System

Applicant's Information								
Name:					Office:			
Position Applied For:					Contact #:			
	Es DEMC	STION						
	5e. DEMC	JIION						
		1.	Waiver					
		2.	-	· -	vith passport size photo, thumb			
		3.	mark & recent Community Tax Transcript of Records (Certifie	•	School)			
		3. 4.			School			
		4. 5.	Diploma (Certified True Copy by the School)  Authenticated Certificate of Eligibility and/or Board Rating (CSC, PRC or Supreme					
		J.	Court, whichever is applicable		Training (030, 1 No or Supreme			
48		6.	Certificate of Admission to the	Bar Authenticated I	by the Supreme Court (if applicable)			
NG		7.	Ombudsman Clearance					
8. Sandiganbayan Clearance								
CE		9.	CSC Clearance					
SO		10.	NBI Clearance					
<u>.</u>		11.	Certification of No Pending Administrative Case					
12. Certification of No Cash Advances and Disal			Certification of No Cash Advar	nces and Disallowar	nces			
ME		13.	Copy of relevant training certif		·			
F N		14.	Certificate of employment with					
0		15.	Individual Performance Comm		· · · · · · · · · · · · · · · · · · ·			
APF		16.	*Neuro-Psychological exam (s	see list in CSC Forn	1 No. 211)			
FOR APPOINTMENT PROCESSING	5f. RENE	WAL/I	REAPPOINTMENT					
		1.	Signed Advise on Expiration o					
		2.	mark & recent Community Tax	` •	vith passport size photo, thumb			
		3.	Justification of renewal	•				
	4. Individual Performance Commitment Rating (IPCR) for the last			R) for the last rating period				
		5.	Certification of no other qualifie	ed applicants				
		6.	Certificate of relevant trainings	attended (if applica	able)			
		7.	Copy of CSC Resolution (in ca	ase of invalidated ap	ppointment)			
(Please attach the documentary requirements accordingly)								
HRDS/IMSD Remarks/Action:								
□ Complete					submission of the following:			
Possived Pv				Pagained Pur				
Received By:				Received By:				
Date:				Date:				

#### Note:

<sup>\*</sup> Neuro-Psychological exam can be acquired from any accredited/licensed Diagnostics Centers and/or Government Hospitals