



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:
Position Applied For:	Contact #:

FOR PROCESSING OF APPOINTMENT	5a. ORIGINAL APPOINTMENT
	<input type="checkbox"/> 1. Updated Personal Data Sheet (3 original sets - with passport size photo, thumb mark & recent Community Tax Certificate)
	<input type="checkbox"/> 2. Transcript of Records (Certified True Copy by the School)
	<input type="checkbox"/> 3. Diploma (Certified True Copy by the School)
	<input type="checkbox"/> 4. Authenticated Certificate of Eligibility and/or Board Rating (CSC, PRC or Supreme Court, whichever is applicable)
	<input type="checkbox"/> 5. Certificate of Admission to the Bar Authenticated by the Supreme Court (for lawyer positions)
	<input type="checkbox"/> 6. NBI Clearance
	<input type="checkbox"/> 7. Notarized Self-Certification of No Pending nor previous Administrative, Criminal or Civil Case
	<input type="checkbox"/> 8. *Medical and Physical Tests with Neuro-Psychological exam (see list in CSC Form No. 211)
	<input type="checkbox"/> 9. **Medical Certificate with documentary stamp (CSC Form No. 211)
	<input type="checkbox"/> 10. Certificate of employment with actual duties and responsibilities (<i>if applicable</i>)
<input type="checkbox"/> 11. Copy of relevant training certificates (<i>if applicable</i>)	

(Please attach the documentary requirements accordingly)

HRDS/IMSD Remarks/Action:

<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete for submission of the following:
Received By:	Received By:
Date:	Date:

Note:

* 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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FOR APPOINTMENT PROCESSING	<p>5b. PROMOTION</p> <p><input type="checkbox"/> 1. Updated Personal Data Sheet (3 original sets- with passport size photo, thumb mark & recent Community Tax Certificate)</p> <p><input type="checkbox"/> 2. Transcript of Records (Certified True Copy by the School)</p> <p><input type="checkbox"/> 3. Diploma (Certified True Copy by the School)</p> <p><input type="checkbox"/> 4. Authenticated Certificate of Eligibility and/or Board Rating (CSC, PRC or Supreme Court, whichever is applicable)</p> <p><input type="checkbox"/> 5. Certificate of Admission to the Bar Authenticated by the Supreme Court (for Lawyer positions)</p> <p><input type="checkbox"/> 6. Ombudsman Clearance</p> <p><input type="checkbox"/> 7. Sandiganbayan Clearance</p> <p><input type="checkbox"/> 8. CSC Clearance</p> <p><input type="checkbox"/> 9. NBI Clearance</p> <p><input type="checkbox"/> 10. Certification of No Pending Administrative Case</p> <p><input type="checkbox"/> 11. Certification of No Cash Advances and Disallowances</p> <p><input type="checkbox"/> 12. Copy of relevant training certificate/s (if applicable)</p> <p><input type="checkbox"/> 13. Certificate of actual duties and responsibilities (if applicable)</p> <p><input type="checkbox"/> 14. Individual Performance Commitment Rating (IPCR) for the last rating period</p> <p><input type="checkbox"/> 15. *Neuro-Psychological Examination</p>
	<p>5c. TRANSFER</p> <p><input type="checkbox"/> 1. Updated Personal Data Sheet (3 original sets- with passport size photo, thumb mark & recent Community Tax Certificate)</p> <p><input type="checkbox"/> 2. Transcript of Records (Certified True Copy by the School)</p> <p><input type="checkbox"/> 3. Diploma (Certified True Copy by the School)</p> <p><input type="checkbox"/> 4. Authenticated Certificate of Eligibility and/or Board Rating (CSC, PRC or Supreme Court, whichever is applicable)</p> <p><input type="checkbox"/> 5. Certificate of Admission to the Bar Authenticated by the Supreme Court (for Lawyer positions)</p> <p><input type="checkbox"/> 6. Ombudsman Clearance</p> <p><input type="checkbox"/> 7. Sandiganbayan Clearance</p> <p><input type="checkbox"/> 8. CSC Clearance</p> <p><input type="checkbox"/> 9. NBI Clearance</p> <p><input type="checkbox"/> 10. Copy of relevant training certificate/s (if applicable)</p> <p><input type="checkbox"/> 11. Certificate of employment with actual duties and responsibilities (if applicable)</p> <p><input type="checkbox"/> 12. Individual Performance Commitment Rating (IPCR) for the last rating period</p> <p><input type="checkbox"/> 13. *Neuro-Psychological Examination</p> <p><input type="checkbox"/> 14. Service Record</p>

(Please attach the documentary requirements accordingly)

HRDS/IMSD Remarks/Action:

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FOR APPOINTMENT PROCESSING	5d. REEMPLOYMENT
	<input type="checkbox"/> 1. Updated Personal Data Sheet (3 original sets - with passport size photo, thumb mark & recent Community Tax Certificate)
	<input type="checkbox"/> 2. Transcript of Records (Certified True Copy by the School)
	<input type="checkbox"/> 3. Diploma (Certified True Copy by the School)
	<input type="checkbox"/> 4. Authenticated Certificate of Eligibility and/or Board Rating (CSC, PRC or Supreme Court, whichever is applicable)
	<input type="checkbox"/> 5. Certificate of Admission to the Bar Authenticated by the Supreme Court (for Lawyer positions)
	<input type="checkbox"/> 6. Ombudsman Clearance
	<input type="checkbox"/> 7. Sandiganbayan Clearance
	<input type="checkbox"/> 8. CSC Clearance
	<input type="checkbox"/> 9. NBI Clearance
	<input type="checkbox"/> 10. Copy of relevant training certificate/s (if applicable)
	<input type="checkbox"/> 11. Certificate of employment with actual duties and responsibilities (if applicable)
	<input type="checkbox"/> 12. Individual Performance Commitment Rating (IPCR) for the last rating period
	<input type="checkbox"/> 13. *Medical and Physical Tests with Neuro-Psychological exam (see list in CSC Form No. 211)
	<input type="checkbox"/> 14. Service Record
<input type="checkbox"/> 15. Clearance from the last government office/service	

(Please attach the documentary requirements accordingly)

HRDS/IMSD Remarks/Action:

<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete for submission of the following:
Received By:	Received By:
Date:	Date:

Note:

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FOR APPOINTMENT PROCESSING	<p>5e. DEMOTION</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Waiver <input type="checkbox"/> 2. Updated Personal Data Sheet (3 original sets- with passport size photo, thumb mark & recent Community Tax Certificate) <input type="checkbox"/> 3. Transcript of Records (Certified True Copy by the School) <input type="checkbox"/> 4. Diploma (Certified True Copy by the School) <input type="checkbox"/> 5. Authenticated Certificate of Eligibility and/or Board Rating (CSC, PRC or Supreme Court, whichever is applicable) <input type="checkbox"/> 6. Certificate of Admission to the Bar Authenticated by the Supreme Court (if applicable) <input type="checkbox"/> 7. Ombudsman Clearance <input type="checkbox"/> 8. Sandiganbayan Clearance <input type="checkbox"/> 9. CSC Clearance <input type="checkbox"/> 10. NBI Clearance <input type="checkbox"/> 11. Certification of No Pending Administrative Case <input type="checkbox"/> 12. Certification of No Cash Advances and Disallowances <input type="checkbox"/> 13. Copy of relevant training certificate/s (if applicable) <input type="checkbox"/> 14. Certificate of employment with actual duties and responsibilities (if applicable) <input type="checkbox"/> 15. Individual Performance Commitment Rating (IPCR) for the last rating period <input type="checkbox"/> 16. *Neuro-Psychological exam (see list in CSC Form No. 211)
	<p>5f. RENEWAL/REAPPOINTMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Signed Advise on Expiration of Temporary Appointment <input type="checkbox"/> 2. Updated Personal Data Sheet (3 original sets- with passport size photo, thumb mark & recent Community Tax Certificate) <input type="checkbox"/> 3. Justification of renewal <input type="checkbox"/> 4. Individual Performance Commitment Rating (IPCR) for the last rating period <input type="checkbox"/> 5. Certification of no other qualified applicants <input type="checkbox"/> 6. Certificate of relevant trainings attended (if applicable) <input type="checkbox"/> 7. Copy of CSC Resolution (in case of invalidated appointment)

(Please attach the documentary requirements accordingly)

HRDS/IMSD Remarks/Action:

<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete- for submission of the following:
Received By:	Received By:
Date:	Date:

Note:

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