



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
REGION VI

Document Number: FM 5.4.2.1-11	Revision No. 0	Effectivity Date: July 29, 2013
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APPOINTMENTS PROCESSING CHECKLIST

Name			
Position Title		SG/Step	
Annual Compensation			
Agency	DOLE Region VI	Sector	

Area	Criteria	Yes	No	Remarks
Qualification Standards <i>Does the appointee meet the minimum qualification requirements of the position</i>	1. Education (<i>specify required minimum QS</i>)			<i>Appointees qualification</i>
	2. Experience (<i>specify required minimum QS</i>)			<i>Appointees qualification</i>
	3. Training (<i>specify required minimum QS</i>)			<i>Appointees qualification</i>
	4. Eligibility (<i>specify required minimum QS</i>)			<i>Appointees qualification</i>
	5. Other requirements (<i>e.g. Age; Residency for LGU Dept Heads; Term of Office for SUC Presidents, etc.</i>)			
Common Requirements for Regular Appointments <i>Are the following requirements provided?</i>	6. CS Form 33 (revised 1998) in triplicate			
	7. Employment Status			
	8. Nature of Appointment			
	9. Signature of Appointing Authority			
	10. Date of Signing			
	11. Certification of Publication/Posting of Vacant Position (for NGAS, GOCCs, SUCs)			
	Certification of Posting of Vacant Position (for LGUs)			
	12. Certification by PSB Chairman (at the back of appointment) or copy of the proceeding of PSB's deliberation			
13. Personal Data Sheet CS Form 212 (revised 1998)				
Submission and Effectivity of Appointment	14. Is the Agency accredited?			
	15. If accredited, was the appointment submitted within 15 days of the succeeding month?			
	16. If NOT accredited, was the appointment submitted to the CSC within 30 calendar days from date of issuance?			
Additional Requirements in Specific Cases <i>Are the following cases applicable?</i>	17. Erasures or alterations on the appointment and other supporting documents <i>Changes should be duly initialed by authorized officials and accompanied by a communication authenticating changes made</i>			
	18. With decided administrative/ criminal case <i>Certified true copy of the decision rendered</i>			
	19. Discrepancy in name/place of birth			

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	<i>Requirements and procedures as amended by CSC Resolution No. 9901907 dated August 27, 1999</i>			
	20. COMELEC Ban <i>Exemption from COMELEC</i>			
	21. LGU appointment <ul style="list-style-type: none"> • <i>Certification by the proper appointing authority re: compliance with Local Government Code</i> • <i>Certification by the Municipal/City/ Provincial Accountant/Budget Officer on availability of funds</i> • <i>For appointments issued as a result of reorganization/ creation of new positions, Sanggunian Resolution approving the new organizational structure/ creation of position</i> 			
	22. Appointment involving change of status from temporary to permanent under categories specified in MC 11, s. 1996 <ul style="list-style-type: none"> • <i>Category I – TESDA Certificate and corresponding CS Eligibility</i> • <i>Category II – performance rating for 2 rating periods during temporary appointment certified by appointing authority</i> • <i>Category IV – appropriate valid license</i> 			
	23. Non-disciplinary demotion <ul style="list-style-type: none"> • <i>Certification of the agency head that the demotion is not a result of an administrative case</i> • <i>Written consent by the employee interposing no objection to the demotion</i> 			
	24. License <ul style="list-style-type: none"> • <i>License required by special law for the exercise of profession or vocation</i> 			
Other Documents Submitted				

CSCFO Recommendation		
<input type="checkbox"/> APPROVAL/VALIDATION <input type="checkbox"/> DISAPPROVAL/INVALIDATION <input type="checkbox"/> OTHERS, specify: _____		
Remarks (indicate the reason/s for disapproval/invalidation)		
Evaluated by: _____ NIEZEL ANEN T. SABRIDO Administrative Officer V	Verified by: _____	Recommended by: _____
Date:	Date:	Date: