



**CHECKLIST OF PRE-EMPLOYMENT AND FIRST  
SALARY REQUIREMENTS**

NAME: \_\_\_\_\_  
POSITION: \_\_\_\_\_ SALARY: \_\_\_\_\_  
STATUS: \_\_\_\_\_ COLLEGE/UNIT: \_\_\_\_\_

**PRE-EMPLOYMENT REQUIREMENTS FOR NEWLY HIRED**

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|--|--------------------------|
| 1. Certification of previous employer                                    | 1 original, 2 photocopy  |
| 2. Clearance from previous employer                                      | 1 original, 2 photocopy  |
| 3. <b>Clearance from the following:</b>                                  | 1 original, 2 photocopy  |
| a. Barangay Clearance  |                          |
| b. Police Clearance  |                          |
| c. Mayor's Clearance   |                          |
| d. Municipal Judge Clearance   |                          |
| e. Prosecutor Clearance  |                          |
| f. Regional Trial Court Clearance  |                          |
| g. NBI Clearance   |                          |
| 4. Medical Certificate (CS Form 211)                                     | 1 original, 2 photocopy  |
| 5. Tax Identification Number (TIN)                                       | 2 photocopy              |
| 6. Latest picture: <b>2 x 2 or passport size</b>                         | 5 copies                 |
| 7. Training/Seminars attended (after graduation)                         | 2 copies                 |
| 8. <b>Birth Certificate (PSA)</b>  | 1 original, 3 photocopy  |
| 9. Transcript of Records*/ Diploma*/ Certification of units earned       | <b>3 copies*</b>         |
| 10. CS Eligibility/Board Rating and License/SG/Driver's License (if any) | 3 copies (authenticated) |
| 11. GSIS Membership Form   | 3 copies                 |
| 12. PHILHEALTH Membership Form   | 3 copies                 |
| 13. Sworn Statement of Assets and Liabilities                            | 5 copies                 |
| 14. Marriage Contract (If maiden name appears in eligibility)            | 3 copies                 |

**BIR FORMS/REQUIREMENTS**

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|---|----------|
| 1. BIR Form 1902 (Application for TIN), if in case no TIN yet | 3 copies |
| 2. BIR Form W-4 (Withholding Tax), if previously employed     | 3 copies |

**CSC FORMS**

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|--|----------|
| 1. CSC Form 212 (Personal Data Sheet)        | 3 sets   |
| 2. CSC-BC Form I (Position Description Form) | 3 sets   |
| 3. Oath of Office                            | 4 copies |
| 4. Notice of Assumption to Duty              | 4 copies |

**ADDITIONAL REQUIREMENTS: For Transferees or previous government employees:**

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|--|-------------------------|
| 1. Certified true copy of attested appointments                  | 3 copies                |
| 2. Request/Authority to Transfer    b                            | 3 copies                |
| 3. Certification of Last Payment                                 | 3 copies                |
| 4. Certification of Latest Performance Rating                    | 3 copies                |
| 5. Certification of last day of service and earned leave credits | 3 copies                |
| 6. Service Record  | 1 original, 2 photocopy |

**\* 1 original TOR and 2 certified true copy and 3 certified true copy for Diploma**

**REQUIREMENTS FOR PROMOTION**

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|---|--------------------------|
| 1. CSC Form 212 (Personal Data Sheet)                                     | 3 sets                   |
| 2. CSC-BC Form I (Position Description Form)                              | 3 sets                   |
| 3. Oath of Office   | 4 copies                 |
| 4. Notice of Assumption to Duty   | 4 copies                 |
| 5. Sworn Statement of Assets and Liabilities                              | 5 copies                 |
| 6. GSIS Membership Form   | 3 copies                 |
| 7. CS Eligibility/ Board Rating and License/ SG/Driver's License (if any) | 3 copies (authenticated) |