



TRANSACTION SLIP

Transaction No: _____ Date : _____ Time: _____

Type of Document for Transaction: **APPOINTMENT**

Requirements :

RIGHT SIDE OF THE FOLDER (3 copies each)

- _____ 1. Copy of Appointment (Civil Service Form 33, with conforme of appointee) **4 COPIES**
- _____ 2. Oath of Office (do not put the date)
- _____ 3. Certificate of Availability of Funds (Do not put the date)
- _____ 4. Assignment Order(for Secondary only)
- _____ 5. Assumption of the Duty
- _____ 6. Position Description Form (duly signed by Appointee and Immediate Supervisor, do not put date)
- _____ 7. Personal Data Sheet (Civil Service Form 212, filled-up with complete details, handwritten)
- _____ 8. *Photocopy of Eligibility/License (If license is on process for renewal, attach photocopy of Claim stub from PRC)
- _____ 9. *PRC Rating
- _____ 10. NBI Clearance (if on process for renewal, attach Claim stub from NBI office)
- _____ 11. SALN
- _____ 12. Medical Certificate (Civil Service Form 211, with complete medical results for original appointments)
- _____ 13. *Transcript of Records
- _____ 14. *Diploma (for original appointment only)
- _____ 15. *Birth Certificate (for original appointment only)
- _____ 16. *Marriage Certificate (for original appointment only)
- _____ 17. IPCRF or RPMS (for Promotion and Reclassification appointments only)

LEFT SIDE OF THE FOLDER (1 copy only)

- _____ 1. Ranking(except reclassification)
- _____ 2. NOSCA(reclassification and newly created positions)
- _____ 3. Clearance CSC Form(for transfer and Reemployment only)
- _____ 4. Special Order(if vice is resigned or transferred to other division)
- _____ 5. Endorsement Letter(if vice is transferred)
- _____ 6. Application for Retirement/Voucher(if voce is retired)
- _____ 7. PRC Online Verification(for original appointment only)
- _____ 8. Copy of Appointment of vice(except reclassification and newly created items)
- _____ 9. Form 6(for substitute only)
- _____ 10. Civil Service Checklist
- _____ 11. Publication (except reclassification and substitute)
- _____ 12. Plantilla

Note: All photocopied documents should be certified as TRUE COPY by the Principal/ District Supervisor.
- All numbers with asterisk(*) should be AUTHENTICATED by the issuing agency (2 copies of original authenticated are needed)

ACKNOWLEDGEMENT SLIP

Date : _____ Time: _____

Received from _____ of _____
Name of Clerk/SSP/OIC School/Office

the requirements for _____ and were found **COMPLETE, INCOMPLETE.**

Return documents to concerned employee for compliance of deficiencies

Accepted complete documents. Follow up status on _____
Date

Processed by: _____
Signature Over Printed Name of Staff In-Charge



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