

HUMAN RESOURCE MANAGEMENT OFFICE
Philippine Science High School
Diliman, Quezon City

EMPLOYMENT REQUIREMENTS

A. NEW or ORIGINAL APPOINTMENT

- 2 Personal Data Sheet (PDS)
- 2 recent photos (2x2 or passport size)
- 1 Transcript of Records
- 1 Birth Certificate, if married, include 1 Marriage Contract
- CSC Eligibility (LET/PBET for teachers)
- 2 oath of office
- 2 assumption of duty
- 3 statement of assets and liabilities
- 2 BIR 2316 (previous employee for the past 1 year) or 1902 for NEW TIN
- 1 medical certificate (Chest x-ray, urinalysis & CBC)
- Drug Test
- GSIS Information for Membership
- NBI Clearance
- Neuro-psychiatric exam & Drug Test
- PAG-IBIG FORM (new registration/updating) ONLINE
- PHILHEALTH FORM (new registration/updating) ONLINE

Bring original copies for authentication

B. TRANSFEREE (All original copies from previous Office)

- Approved Transfer
- Money/Property Clearance Certificate
- Service Record
- Performance rating (last 2 semesters)
- Statement of Last Salary Received noted by COA
- Certification of Balance of Leave/Service Credits

C. FOR PROMOTION

- 2 Personal Data Sheet (Updated PDS)
- 2 recent photos (2x2 or passport size)
- CSC Eligibility (LET/PBET for teachers)
- 2 oath of office
- 2 assumption of duty
- 2 position description form
- Performance rating (last 2 semesters)

Received by: _____ Date: _____
Remarks : _____