

Date received by CSC FO: _____

CSC FO In-charge:

INSTRUCTIONS:

- (1) Fill-out the data needed in the form completely and accurately.
- (2) Do not abbreviate entries in the form.
- (3) Accomplish the Checklist of Common Requirements and sign the certification.
- (4) Submit the duly accomplished form in electronic and printed copy (2 copies) to the CSC Field Office-in-Charge together with the original CSC copy of appointments and supporting documents within the 30th day of the succeeding month.

inent data on appointment issued

[illegible]

CERTIFICATION:

This is to certify that the information contained in this report are true, correct and complete based on the Plantilla of Personnel and appointment/s issued.

PAUL E. GACUS
HRMO

CERTIFICATION:

This is to certify that the appointment/s issued is/are in accordance with existing Civil Service Law, rules and regulations.

JINKY B. FIRMAN, PhD, CESO VI
Agency Head or Authorized Official

Post-Audited by:

CSC Official

For CSC Use Only:

REMARKS/COMMENTS/RECOMMENDATIONS (e.g. Reasons for Invalidation)