



REVIEW CHECKLIST OF DOCUMENTARY REQUIREMENT AND OMNIBUS SWORN STATEMENT

Name of Applicant: _____
 Position Applied For: _____
 Place of Assignment: _____ Religion: _____
 Contact Number: _____ Ethnicity: _____
 Person with Disability: Yes () No () Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
1 Letter of Intent addressed to the University President, <i>original copy</i> , duly signed, with indicated Position Title and Item Number			
2 Personal Data Sheet (PDS) , <i>original copy</i> , with recent passport-sized picture (CS Form No. 212, Revised 2017), including Work Experience Sheet , if applicable, duly signed and certified			
3 Photocopy of Performance ratings (IPCR) for the last two (2) rating periods from the current/ previous employer. Applicants from private agencies shall submit similar or equivalent performance ratings			
4 Photocopy of [] Service Records/ [] Certificate(s) of Employment from current/ previous employer, [] Contract of Service , or [] MOA/MOU , whichever is/are applicable			
5 Photocopy of Proofs of Outstanding Accomplishments/ Meritorious Accomplishments			
6 Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma , including graduate and post-graduate units/studies , if applicable			
7 Photocopy of Certificate(s) of [] eligibility/ [] rating/ [] license , updated and duly authenticated by the issuing agency			
8 Photocopy of Certificates of Participation to Trainings/Seminars attended , arranged according to date from recent to past, which must be relevant to the job descriptions of the position			
9 Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy consent pursuant to RA No. 10173 or the Data Privacy Act of 2012, notarized by the authorized official			

Attested:

RONALDO BULAO DALUPING
 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Kalinga State University the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the University and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.