



REPUBLIC OF THE PHILIPPINES
COMMISSION ON APPOINTMENTS

CHECKLIST OF DOCUMENTS TO BE SUBMITTED
(DEPARTMENT OF FOREIGN AFFAIRS)

APPOINTEE/NOMINEE: _____
DEPARTMENT/OFFICE: _____

Documents

Remarks

Information/documents to be submitted by nominee/appointee
(Section 24 of the Rules of the Commission on Appointments)

- Par 1a. [] 1. Family Background _____
[Parents, Spouse and Children must be indicated therein including data on dates and places of birth, occupation/s if any, etc.]
- b. [] 2. Curriculum Vitae _____
[Must indicate therein the schools attended, course/s, and date/s of completion, honor/s received, if any.]
- a. Academic qualifications _____
 - b. Special training & technical qualifications _____
 - c. Previous experiences _____
 - d. Records of position held _____
 - e. Government position presently occupied, starting salary, per diems, allowances and/or other emoluments derived therefrom other than position subject for confirmation _____
- Par. 2a. [] 3. Disclosure under oath of kinship with any appointive or elective official in the government, including government-owned or controlled corporations, occupying position/s down to the directorship level within the 4th degree of consanguinity or affinity _____
- b. [] 4. Copies of Income Tax Returns (ITRs) for the four (4) immediately preceding fiscal years _____
- [Proofs of payment of taxes must likewise be attached to each of the ITRs.]
 - [In case appointee's/nominee's spouse has filed a separate return, the same must likewise be submitted.]
- c. [] 5. Verified (must be under oath with the corresponding stamp mark of the government office/s where the SAL was filed clearly indicated) Statements of Assets and Liabilities and Net Worth (SALN) for the four (4) immediately preceding fiscal years, including those of his spouse and unmarried children under eighteen (18) years of age living in his household _____

[NOTE: In case the nominee/appointee comes from the private sector, he is required to submit sworn statement of net worth for the four (4) immediately preceding fiscal years.]

- d. [] 6. Disclosure of business, financial, personal and professional connections and interests for the four (4) immediately preceding fiscal years, including those of his spouse and unmarried children under eighteen (18) years of age living in his household _____

[Shall contain information on any existing interest in, or any existing connection with, any business enterprises or entities, whether as proprietor, investor, promoter, partner, shareholder, officer, creditor, lawyer, legal consultant or adviser, financial or business consultant, accountant, auditor, and the like, the names and addresses of the business enterprises or entities, the data when such interest or connections were established and such other details as will show the nature of the interests and connections.]

- e. [] 7. Clearances

- a. National Bureau of Investigation (NBI)
b. Bureau of Internal Revenue (BIR)
c. Money and/or Property accountabilities, including cash advances

d. Ombudsman Clearance

e. Others _____

(Clearances must be updated from time to time. NBI and BIR clearances are valid for one (1) year from date of issuance; Ombudsman, Money and Properly Accountability clearances, are effective for six (6) months from the date of issuance.)

- f. [] 8. A medical certificate issued by a duly licensed physician containing an evaluation of the physical and mental condition of the nominees or appointee

- g. [] 9. Statement under oath whether the nominee or appointee has any pending criminal or administrative case against him _____

- Par.3.a. [] 10. Statement whether the nominee or appointee is in line for promotion _____

- b. [] 11. If nominated or appointed over other who are higher rank, statement of justification from higher officer of the nominee/appointee. _____

Note: The highlighted explanatory notes do not amend, revise or modify the existing documentary requirements under Section 24 of the Rules of the Commission on Appointments but are merely intended to expound and clarify the same.