

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

| Basic Documentary Requirement |   | Status of Submission<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR Office/sub-committee) |         |
|-------------------------------|---|--|--|---------|
|                               |   |  | Status of Submission<br>(Check if complied)                            | Remarks |
| a.                            | Letter of intent addressed to the SDS containing the following information:<br>i. <i>Statement of Purpose/ Expression of interest</i><br>ii. <i>Position applied for</i>  |  |  |         |
| b.                            | Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)  |  |  |         |
| d.                            | Photocopy of valid and updated PRC License/ID   |  |  |         |
| e.                            | Certificate of Competency Level issued by Authorized body (if applicable)   |  |  |         |
| f.                            | Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)   |  |  |         |
| g.                            | Photocopy of duly signed Service Record   |  |  |         |
| h.                            | Photocopy of latest appointment   |  |  |         |
| i.                            | Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any                                |  |  |         |
| j.                            | Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) III, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);   |  |  |         |
| k.                            | Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating<br><i>(For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)</i>                                  |  |  |         |
| l.                            | Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);   |  |  |         |
| m.                            | Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012)  |  |  |         |
| n.                            | Other documents as may be required by the HRMPSTB<br><b>For Teaching:</b> portfolio for the assessment of identified PPST non-classroom observable indicators.<br><b>For School Principal:</b> Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment |  |  |         |

Attested:

\_\_\_\_\_  
 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 Department of Education 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 Department 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.