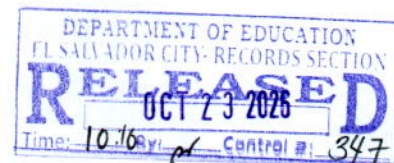




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



22 Oct 2026

DIVISION MEMORANDUM

No. 047, s. 2026

ANNOUNCEMENT OF CAREER OPPORTUNITY:
VARIOUS NON-TEACHING POSITIONS

To: Asst. Schools Division Superintendent
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the call for the submission of Applications of the following vacancies below until, **November 4, 2026, 5:00 PM.** Copy of the duties and responsibilities, as well as the Qualification Standards of the position are enclosed herewith to serve as reference.

Position	Item Number	Salary Grade	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-660059-2017	SG 9 Php 24,329	Clustered Schools
	OSEC-DECSB-ADAS3-660058-2017		
	OSEC-DECSB-ADAS3-660221-2017		
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-660178-2018	SG 9 Php 24,329	SDO-Personnel Unit
	OSEC-DECSB-ADAS3-660180-2018		
	OSEC-DECSB-ADAS3-660182-2018		
Administrative Officer II (HRMO I)	OSEC-DECSB-ADOF2-660513-2025	SG 11 Php 31,705	SFDA ES

2. The ranking shall abide with the guidelines stipulated in **DepED Order No. 7, s. 2023**, otherwise known as "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*" for non-teaching positions (Enclosure 5).

3. The assessment for this position shall be based on the following criteria:

- **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- **Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
- **Experience** relevant to the position to be filled;
- **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- **Outstanding Accomplishments** acquired after the last promotion;
- **Application of Education** acquired after the last promotion;
- **Application of Learning and Development (L&D)** acquired after the last promotion; and
- **Potential** measured using other evaluative assessments

4. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab and color of folder, as enumerated below:

VACANT POSITION	PLACE OF ASSIGNMENT	PRESCRIBED FILE NAME	SAMPLE FILE NAME	FOLDER COLOR
Administrative Assistant III (Senior Bookkeeper)	Clustered Schools	2026-ADAS3C_Full Name	2026-ADAS3C_Juan D. Cruz	RED
Administrative Assistant III (Senior Bookkeeper)	SDO- Personnel Unit	2026-ADAS3D_Full Name	2026-ADAS3D_John D. Cruz	BLUE
Administrative Officer II (HRMO I)	SFDA ES	2026-ADOF2C_Full Name	2026-ADOF2C_Jude D. Cruz	ORANGE

5. Applicants should indicate in their letter of intent, the item number and position name they are applying for. Should applicants wish to apply to more than one (1) position, they shall submit **one (1) set of application for each position applied for**.

6. Applicants who have applied for the same position within the year may request the retention of their previous scores by submitting a written request addressed to the Schools Division Superintendent through the HRMPSB Chairperson submitted on or before November 4, 2026, 5:00PM.



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

7. Order of documents shall be as follows:

- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom (Annex C), notarized or sworn;
- b. Letter of intent addressed to the Schools Division Superintendent;

RANDOLPH B. TORTOLA
Schools Division Superintendent

- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
- d. Photocopy of Certificate of Eligibility/Report of Rating;
- e. Photocopy of valid and updated PRC License/ID, if applicable
- f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
- g. Certification of MA/PhD units earned from university registrar, if applicable;
- h. Copy of General Weighted Average (GWA) duly certified by the University Registrar, if applicable;
- i. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings, if applicable;
- k. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable;
- l. Photocopy of Latest Appointment, if applicable;
- m. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled;
- n. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
 - i. Awards and Recognition MOVs:
 - (1) Memorandum or document showing the Criteria for the Search / Designation;
 - (2) Certificate of recognition/Award
 - ii. Research and Innovation MOVs:
 - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017l;
 - (2) Accomplishment report verified by the Head of Office;
 - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
 - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;
- iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
- (1) Issuance/Memorandum showing the membership in NTWG or Committee;
- (2) Certificate of Participation or Attendance;
- (3) Output/ Adoption by the organization/DepEd;
- iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
- (1) Issuance/ Memorandum/ Invitations/ Training Matrix;
- (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
- (3) Slide deck/s used and/or Session guide/s
- v. NEAP Accredited Learning Facilitator MOVs:
- (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
- (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;
- o. Means of Verification (MOV) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
- (1) Action Plan approved by the Head of Office;
- (2) Accomplishment Report verified by the Head of Office;
- (3) Certification of the utilization/adoption signed by the Head of Office;
- p. Means of Verification (MOV) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:
- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
- (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
- (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.

8. Further, this is to reiterate item no. 21, 22 and 25 of DepEd Order No. 7, s. 2023 as follows:

"21. Individuals who failed to submit complete mandatory documents (Items 20.a to 20.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicant. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 20.k) shall not warrant exclusion from the pool of official applicants."

"22. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum."

"25. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidence by the Omnibus Sworn Statement (Item 20.j), duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification."

9. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main
Chairperson	Conniebel C. Nistal, ASDS
Members	Rolly B. Labis, Chief - SGOD
	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	Gie Grace A. Cesar, ADA VI (ADAS)
	Apple Kieth B. Arangoso, AO II (ADOF2)
	Maricel B. Jangao, Accountant III (ADAS3C, ADOF2C)
	Kenneth Angel B. Guillena, AO II (ADAS3D)
Secretariat	Randy Rhys U. Capistrano, ADAS III



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

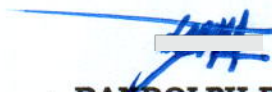
10. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
November 4, 2026, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
November 9-11, 2026	Initial Evaluation	IER Committee
November 16, 2026	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
November 17, 2026	Interview and Final Deliberation for ADAS3C (Clustered Schools)	HRMPSB & Applicants
November 18, 2026	ADO2C (SFDA ES)	
November 19, 2026	ADAS3D (SDO-Personnel	
November 24, 2026	Submission of Comparative Assessment Report w/ attachments	HRMPSB

11. All applicants will be informed of their initial evaluation result thru email. Please constantly check your inbox or spam folders. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.

12. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

13. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

HIRING RECRUITMENT SELECTION



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 1 to Division Memorandum No. 347, s. 2026

VACANCY ANNOUNCEMENT

STATION:	SDO El Salvador City		
DIVISION/ UNIT:	Clustered School		
CODE:	ADAS3C		
POSITION PROFILE			
Position:	Administrative Assistant III (Senior Bookkeeper)		Salary Grade: 9 Monthly Salary: Php 24,329
Item No.:	Other Incentives/ Bonuses:		
OSEC-DECSB-ADAS3-660059-2017 OSEC-DECSB-ADAS3-660058-2017 OSEC-DECSB-ADAS3-660221-2017	<ul style="list-style-type: none"> Personal Economic Relief Allowance Mid-year bonus Productivity Enhancement Incentive Clothing Allowance Cash Gift Year-end bonus 		
JOB SUMMARY			
To maintain and safeguard the books, records and supporting schedules of the school by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports. This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations in accounting, to ensure efficient school/office operations.			
CSC QUALIFICATIONS			
Education	Completion of 2 years college studies		
Training	4 hours of relevant training		
Experience	1-year relevant experience		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
PREFERRED QUALIFICATIONS			
Education	Bachelor's degree in Business Administration, Major in Accounting; OR Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; OR Completion of 2 years studies in college with at least nine (9) units in accounting		
Training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		
Experience	1-year relevant experience in accounting tasks/ activities		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
REQUIRED COMPETENCIES			
a.	Core Behavioral Competencies: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;		
b.	Core Skills: Oral Communication Written Communication, Computer/ICT Skills		
OTHER QUALIFICATIONS			
a.	Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools;		
b.	Must be keen to details and mindful of deadlines.		



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2 to Division Memorandum No. 647, s. 2026

VACANCY ANNOUNCEMENT

STATION:	SDO El Salvador City		
DIVISION/ UNIT:	SDO-Personnel Unit (HR STAFF)		
CODE:	ADAS3D		
POSITION PROFILE			
Position:	Administrative Assistant III (Senior Bookkeeper)	Salary Grade:	9
		Monthly Salary:	Php 24,329
Item No.:	Other Incentives/ Bonuses:		
OSEC-DECSB-ADAS3-660178-2018 OSEC-DECSB-ADAS3-660180-2018 OSEC-DECSB-ADAS3-660182-2018	<ul style="list-style-type: none"> Personal Economic Relief Allowance Mid-year bonus Productivity Enhancement Incentive Clothing Allowance Cash Gift Year-end bonus 		
JOB DESCRIPTION			
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division			
CSC QUALIFICATIONS			
Education	Completion of 2 years college studies		
Training	4 hours of relevant training		
Experience	1-year relevant experience		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
REQUIRED COMPETENCIES			
a.	<i>Core Behavioral Competencies:</i> Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;		
b.	<i>Core Skills:</i> Oral Communication Written Communication, Computer/ICT Skills		
OTHER QUALIFICATIONS			
a.	Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools;		
b.	Can work with minimum supervision; Works with initiative		
c.	Exemplary interpersonal skills;		
d.	Maintain confidentiality when handling incoming and outgoing documents.		
e.	Must be keen to details and mindful of deadlines.		

KRA	TASKS
Recruitment, Selection and Placement	a. Prepare lists of vacancies for publication pursuant to CSC rules and regulations b. Gather and file applications received using systematic indexing and file documents submitted by applicants c. Prepares appointments papers of selected applicants d. Validate PRC license for appointment via PRC online and send official communication in case said license can't be viewed online e. Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC) f. Assigned as Initial Evaluation Committee Member and secretariat for Teacher I ranking and main secretariat for other recruitment activities g. Conduct background investigation or communicate with institutions for verification of Education



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

KRA	TASKS
Salary Administration and Personnel Records	a. Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. b. Compute necessary deduction for inclusion in the monthly payroll. c. Compute salary adjustment based on new salary schedule, changes/ adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) d. Records and files attendance of officers and employee; Monitors daily attendance of employees/staff in the Directorate by recording daily attendance and comparing timecard versus logbook e. Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed. f. Process, Prepares and releases Special order of Leave and Re-statement of leave application
Personnel Actions	a. Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ECP) for the attention AO IV for personnel. b. Prepare list of teachers qualified to be reclassified base on approved ECPs c. Prepare notice of promotion and appointment as instructed. d. Prepare drafts of special orders for signature of management e. Prepares RAI for submission to CSC upon approval of management. f. Record and files all issuances on salary schedules and other employee benefits g. Identifies/sorts official documents, correspondence per programs/projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference
Benefits Administration	a. Receive and record on leave card, application for monetization of leave credits b. Receive application for leave (sick, vacation, scholarships and training) and records for processing. c. Receive, process and update leave credits of employees and vacation service credits of teachers
Personnel Information System	a. Receive and accept application for upgrading and reclassification of positions (ECP) b. Keep a complete and updated information of all officials and employees and relevant records in their 201 files c. Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files d. Receive requests for service records, and certificates of employment, updates and prepares document for release upon approval of AOIV for Personnel e. Records and releases documents after personnel action f. Tabulate and print performance rating of all employees for PBB and PIB
Other Tasks	a. May be assigned as secretariat for committees and other activities b. May perform other tasks as instructed

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
JOB SUMMARY			
<p>This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	<p>Recruitment and Selection</p> <p>Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ol style="list-style-type: none"> recruitment and selection of applicants in the school assigned promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> Update regularly 201 files and maintain database of personal information of school personnel Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS Update vacation service/leave credits of school personnel and regularly communicate to all concerned Maintain the confidentiality of personal information of school personnel to which he/she has legal access. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. <p>Compensation and Benefits</p> <ol style="list-style-type: none"> Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ol style="list-style-type: none"> Update school personnel of the latest HR-related policies Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	<ul style="list-style-type: none"> a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	<ul style="list-style-type: none"> a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers. b. Assist the school planning team in the preparation of SIP/AIP. c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
Financial Management	<ul style="list-style-type: none"> a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.

Note: Items 5.2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3** Conversion of Positions Performing Staff/Non-Technical Functions (copy attached, for ready reference), essentially provides that positions allocated to the new position titles **may be assigned any combination of the duties** and responsibilities of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is **determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).**

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

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.