



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

March 7, 2024

DIVISION MEMORANDUM
 No. 203, s. 2024

**ACCEPTANCE OF APPLICATION FOR THE VACANT POSITIONS
 IN THE SCHOOLS DIVISION OF DAVAO DE ORO**

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Public Schools District Supervisors
 Elementary and Secondary School Administrators
 HRMPSB Members
 All Interested Qualified Applicants

1. This Office, through the Human Resource Management Unit of the Administrative Services Section, announces the acceptance of applicants to the following positions, to wit:
2. The Qualification Standards for the positions are as follows:

Position: EDUCATION PROGRAM SPECIALIST II		No. of Vacancy: One (1)
OSEC-DECSB-EPS2-750082-2014		
Monthly Salary: Php39,672.00		Salary Grade: 16
QUALIFICATION STANDARDS		
EDUCATION	Bachelor's degree in Education or its equivalent	
TRAINING	Four (4) hours of relevant training	
EXPERIENCE	One (1) year experience as Special Education Teacher	
ELIGIBILITY	PBET; LET; Teacher's Exam (RA 1080), Civil Service Professional, appropriate eligibility for Second Level Position	

Position: SPECIAL EDUCATION TEACHER I		No. of Vacancy: Three (3)
New Bataan District: OSEC-DECSB-SPET1-750086-2023; OSEC-DECSB-SPET1-750068-2018.		
Maco North District: OSEC-DECSB-SPET1-750066-2018.		
Monthly Salary: Php33,843.00		Salary Grade: 14
QUALIFICATION STANDARDS		
EDUCATION	Bachelor's degree in Education with specialization in Special Education	
TRAINING	None required	
EXPERIENCE	None required	
ELIGIBILITY	PBET; LET; Teacher's Exam (RA 1080)	



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 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
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3. The Schools Division of Davao de Oro highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) to apply to the vacant positions.
4. The evaluation for Education Program Specialist II shall be based on Enclosure No. 4 of DepEd Order No. 007, s. 2023 Guidelines on Recruitment, Selection, and Appointment in the Department of Education on the Criteria and Point System for Hiring and Promotion under Related-Teaching Positions. While applicants for Special Education Teacher I shall be ranked based on where the teacher needs of the position are lodged. Pending the issuance of new guidelines for higher teaching positions, the evaluation shall be based on DepEd Order No. 66, s. 2007 dated September 17, 2007.
5. Interested qualified applicants should signify their interest in writing, attached the **complete** pertinent documents and submit to Records Section, DepEd Division Office, DepEd Building, Capitol Complex, Cabidarian, Nabunturan, Davao de Oro. Deadline of submission will be on **March 22, 2024 at 5:00** in the afternoon.
6. Applicants must ensure to attach **notarized Annex C** of this memorandum and tick the status of submission of every basic documentary requirement complied. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any violation will automatically disqualify the applicants from the selection process.
7. Prompt and wide dissemination of this memorandum is desired.

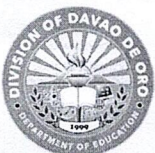
By the Authority of the
Schools Division Superintendent:

NORBERTO S. MANLANGIT MPA
Administrative Officer V
Officer-In-Charge

Encl.: As stated

Reference:

FN: HRMPST Vacant EPS II & SPET I items



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(Reference: DepEd Order No. 007, s.2023 Enclosure No.4)

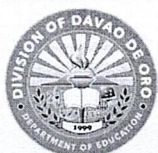
**CRITERIA AND POINT SYSTEM FOR HIRING AND
 PROMOTION TO RELATED-TEACHING POSITIONS**

The assessment for related-teaching positions shall be based on the following criteria:

- a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC- approved QS;
- b. **Training** hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. **Experience** relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
- d. **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;
- e. **Outstanding Accomplishments** acquired after the last promotion;
- f. **Application of Education** acquired after the last promotion;
- g. **Application of Learning and Development (L&D)** acquired after the last promotion; and
- h. **Potential** measured using other evaluative assessments.

The following is the point system for Evaluative Assessment for Related-Teaching Position:

Criteria	Breakdown of Points		
	SG 11-15	SG 16-23 and SG 27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
TOTAL	100	100	100



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1. EDUCATION

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

Means of verification:

Transcript of Records and Diploma including completion of graduate and post-graduate units/degrees, if available

2. TRAINING

Training hours **relevant to the position** to be filled, **exceeding** the minimum qualification requirements as defined in the CSC-approved QS, acquired after the **last promotion** but within the **last five (5) years**.

Means of verification:

Certificate/s of Training

3. EXPERIENCE

Experience **relevant to the position** to be filled, **exceeding** the minimum qualification requirements as defined in the CSC-approved QS.

Means of verification:

Service Record or Certificate of Employment

4. PERFORMANCE

Performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

a. Positions with Experience Requirement. Applicants to positions that require experience must submit latest performance rating/s covering one (1) year performance in the current and previous job or position that is relevant to the position to be filled.

a.1. Internal Applicants:

The performance rating required for internal applicants shall be the rating derived from RPMS-IPCR Form with at least Very Satisfactory (VS) Rating in the last rating period obtained from the applicant's current or previous job or position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).



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a.2. External Applicants:

Certificate of Rating supported with Performance Evaluation Tool. External applicant/s to vacant positions with experience requirements shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for Performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

b. Positions with no experience requirement. Applicants to positions that do not require previous experience must submit the board examination or Career Service Eligibility ratings.

For honor graduates covered by PD 907, corresponding points for honors earned shall be given. The following rubric shall apply.

Honors Earned	Points (Performance)
Summa Cum Laude	20 points
Magna Cum Laude	19 points
Cum Laude	18 points

5. **OUTSTANDING ACCOMPLISHMENTS.** Refer to meritorious contributions of an applicant, such as ideas, interventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position.

Components of Outstanding Accomplishments

Component	Points (Outstanding Accomplishments)
Awards and Recognition	2 points
Research and Innovation	5 points
Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Learning Facilitation	2 points
NEAP Accredited Learning Facilitator	2 points

Only those outstanding accomplishments acquired or earned after the last promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Metrobank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e. five (5) points for SG 16-23 and SG 27, and 10 points for SG 11-15 and SG 24).



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a. Awards and Recognition. This may refer to academic, or inter-school awards, or outstanding employee awards.

a.1. Academic or Inter-School Awards. This shall apply only to applicants with no or less than (1) year work experience (e.g., fresh graduates).

Means of verification:

- a. Academic or inter-school award; or
- b. Certification or any document showing top-notching a Board Examination; or
- c. Certificate or any document showing TOSP Award.

Rubrics:

Number of Citations	Points (Academic/Inter-School Award)
At least three (3) academic or inter-school awards or TOSP Award or Top 10 in Board/CS Eligibility Examination	2 points
At least two (2) academic or inter-school awards	1 points

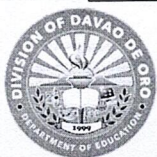
a.2 Outstanding Employee Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Means of verification:

- a. Any issuance, memorandum or document showing the Criteria for the Search;
- b. Certificate of Recognition/Merit.

Rubrics:

Level	Points(Outstanding Employee Award)
Applicants from external institution	
Organizational Level Search or Higher	2 points
Local Office Search	1 points
Applicants from central office	
National Level Search or Higher	2 points
Central Office Search	1 points
Applicants from regional office	
National Level Search or Higher	2 points
Regional Office Search	1 points
Applicants from schools division office	
Regional Level Search or Higher	2 points
Division/Provincial/City Level Search	1 points
Applicants from schools	
Division Level Search or Higher	2 points
Schools/Municipality/District Level Search	1 points



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For multiple awards received from the same award giving body and/or award category that are conducted in series or progressive manner, only the highest-level award shall be considered. Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies.

b. Research and Innovation

Means of verification:

- a. Proposal duly approved by the Head of Office or the designated Research Committee per D.O. No. 16, s. 2017
- b. Accomplishment Report verified by the Head of Office
- c. Certification of utilization of the innovation or research within the school/office duly signed by the Head of Office
- d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

Rubrics:

MOVs Submitted	Points
A, B, C & D	5 points
A, B, C & E	5 points
Only A, B & C	4 points
Only A & B	3 points
Only A	2 points

For collaborative research studies/innovation, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

- c. Subject Matter Expert/Membership in National TWGs or Committees.** This shall apply to applicants who have been chosen and requested to use their technical knowledge, skills and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies and learning materials. Subject matter expertise or membership in National TWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- a. Issuance of Memorandum showing the membership in NTWG or Committees;
- b. Certificate of Participation or Attendance; and
- c. Output/Adoption by the organization/DepEd.



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Rubrics:

MOVs Submitted	Points
ALL MOVs	3 points
Only A & B	2 points

- d. Resource Speakership/Learning Facilitation.** This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells(LAC) sessions.

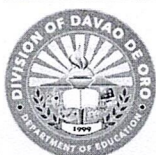
Means of verification (All listed MOVs shall be submitted):

- Issuance/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Merit/Commendation/Appreciation;
- Slide deck/s used and/or Session guide/s.

Rubrics:

Level	Points
Applicants from external institution	
Organizational Level Speakership or Higher	2 points
Local Office Level Speakership	1 point
Applicants from central office	
National Level Speakership or Higher	2 points
Central Office Level Speakership	1 point
Applicants from regional office	
National Level Speakership or Higher	2 points
Regional Office Level Speakership	1 point
School/Municipality/District Speakership	1 point
Applicants from schools division office	
Regional Office Level Speakership	2 points
Division/Provincial/City Level Speakership	1 point
Applicants from schools	
Division Level Speakership or Higher	2 points
School/Municipality/District Speakership	1 point

- e. NEAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).



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Means of verification:

- a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- b. Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office

Rubrics:

Level	Points
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

6. APPLICATION OF EDUCATION. Application of education is the contribution made by an applicant to their workplace as a result of their learnings from education degree/s and units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.

a. Positions with Experience Requirement.

Means of verification:

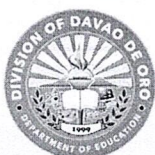
- a. Action Plan approved by the Head of Office
- b. Accomplishment Report verified by the Head of Office
- c. Certification of the utilization/adoption signed by the Head of Office

Rubrics: (SG 11-15 and SG 24)

MOVs Submitted	Points(Application of Education)	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A & B	7 points	3 points
Only A	5 points	1 point

Rubrics: (SG 16-23 and SG 27)

MOVs Submitted	Points(Application of Education)	
	Relevant	Not Relevant
ALL MOVs	15 points	9 points
Only A & B	12 points	6 points
Only A	9 points	3 points





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b. Positions with no experience requirement. Applicants shall submit the **General Weighted Average (GWA)** in the highest academic/grade level earned as evidenced by Transcript of Records/Certificate of GWA/Diploma/Special Order from CHED or other certifications.

7. APPLICATION OF LEARNING AND DEVELOPMENT (L&D). 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. *(Acquired after the last promotion)*

Means of verification:

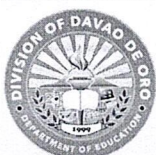
- a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- b. 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;
- c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;
- d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVs Submitted	Points (Application of L&D)	
	Relevant	Not Relevant
ALL MOVs	10 points	5 points
Only A, B & C	7 points	3 points
Only A & B	5 points	1 point

8. POTENTIAL (Written Examination, Behavioral Event Interview (BEI) and Skills or Work Sample Test.

Component	Points (Potential)	
	SG 11-15 SG 16-23 SG 27	SG 24
Written Examinations (WE)	5 points	5 points
Skills or Work Sample Tests (S/WST)	10 points	5 points
Behavioural Events Interview (BEI)	5 points	5 points



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: **EDUCATION PROGRAM SPECIALIST II**
 Contact Number: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____
 Religion: _____
 Ethnicity: _____

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-committees)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office;			
b. 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) using the attached form (Annex C), notarized by authorized official;			
c. Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at www.csc.gov.ph with Work Experience Sheet and 1 Passport size ID picture;			
d. Photocopy of valid and updated PRC License/ID (not expired/or to expire within 6 months upon submission of application or Proof of Eligibility ;			
e. Photocopy of Certificate of Eligibility (CSC)/Report of Rating, if applicable;			
f. Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity (CAV) Transcript of Records (TOR) and Diploma/certification on CAR , including completion of graduate and post-graduate units/degrees, if available;			
g. Photocopy of Certificate/s of Training acquired in the last five (5) years;			
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;			
i. Photocopy of latest appointment, if applicable;			
j. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission; and			
k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:			
i. 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; and			
ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled; if applicable.			

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", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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.

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: **SPECIAL EDUCATION TEACHER I**
 Contact Number: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____
 Religion: _____
 Ethnicity: _____

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-committees)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office;			
b.	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) using the attached form (Annex C), notarized by authorized official;			
c.	Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at www.csc.gov.ph with the attachment to CS Form 212 Work Experience Sheet and 1 Passport size ID picture;			
d.	Photocopy of valid and updated proof of eligibility (valid PRC License);			
e.	Photocopy of Certificate of Eligibility/Report of Rating/LET Rating;			
f.	Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity (CAV) Transcript of Records (TOR) and Diploma/certification on CAR, including completion of graduate and post-graduate units/degrees, if available;			
g.	Photocopy of Certificate/s of Training acquired in the last five (5) years;			
h.	Photocopy of duly signed Updated Service Record;			
i.	Photocopy of latest appointment;			
j.	Photocopy of Approved Performance Ratings for the last three (3) rating periods prior to the assessment (2020-2021; 2021-2022; 2022-2023); and			
k.	Other documents as may be required for comparative assessment: Means of Verification (MOVs) showing: 1) Outstanding Employee Award/s; 2) Approved innovative work plan, 3) Research and development projects; 4) Publication/authorship; 5) Consultation/Resource Speaker in Trainings/Seminars/Workshops/ Symposia; 6) Certificates of relevant trainings attended (must be relevant to the position being applied) 7) Certificates of Recognition/Commendation (if any) not used during the last promotion and acquired in the last five (5) years reckoned from the issuance of this memorandum			

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", electronic 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.