



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

C. PERSONNEL SECTION

1. Submission of Employment Application (Teaching Related)

Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her credentials and other requirements.

Office or Division:	Personnel Unit:
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Licensed Professional Teacher for Permanent Positions (Elem, JHS, and SHS; Not Eligible Teachers for Provisional Position (SHS Only).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Omnibus Certification	Lawyer or Notary Public
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph	Applicant
III. One (1) Authenticated PRC License	PRC or CSC

DOCUMENTS FOR ASSESSMENT/EVALUATION	
A. Performance Rating <input type="checkbox"/> Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)	Records Section
B. Experience <input type="checkbox"/> Latest Service Record signed by HRMO <input type="checkbox"/> Designation (if applicable) <input type="checkbox"/> Latest Approved Appointment	Personnel Section
C. Outstanding Accomplishments	
a. Outstanding Employee Award <input type="checkbox"/> Certificate/Plaque/Trophy and other MOVs of the award received, highest level ONLY.	Applicant
b. Innovations <input type="checkbox"/> Accomplishment report submitted to the School Principal corroborated by at least 3 teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures,	Applicant

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Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
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sample output of the innovation, etc)				
c. Research and Development Projects <input type="checkbox"/> A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.			Applicant	
d. Publication/Authorship <input type="checkbox"/> A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMS or Division Learning Area Supervisor; or <input type="checkbox"/> A copy of newspaper/magazine of wide circulation where authored article on education was published.			Applicant	
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia <input type="checkbox"/> Certificates (Authenticated by School Principal or PSDS)				
D.a Education <input type="checkbox"/> Authenticated Transcript of Records			Applicant	
D.b Training, any of the following (submit only the highest level) <input type="checkbox"/> 3 certificates of participation in a training of at least 3 days in a district or division or region level <input type="checkbox"/> 1 certificate of participation in a training of at least 3 days in a national or international level <input type="checkbox"/> Certificate of Recognition as chair or co-chair in a technical/planning committee			Applicant	
Client Steps	Agency Action	Fees to be Paid	Process Time	Person Responsible
1. Submit pertinent documents to school or district they wish to apply.	School or District in Charge will check documents for completeness with the given checklist and forward to division office duly signed by principal or supervisor.	NONE	1 - 5 Working Days	School/District Admin Personnel

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	Provide DTS tracker to client.			
	Receive Documents from District/School and forward to personnel section.	NONE	5 minutes	Records Section
	Receive documents from Records Section and Prepare List for Ranking and Interview.	NONE	5 minutes	Personnel Section
	Total:	NONE	5 days and 5 minutes	

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2. Submission of Employment Application (Non-Teaching)

Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her credentials and other requirements.

Office or Division:	Personnel Unit:
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Any person who is eligible for the position

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Omnibus Certification	Lawyer or Notary Public
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph	Applicant
III. One (1) Authenticated PRC License	PRC or CSC
DOCUMENTS FOR ASSESSMENT/EVALUATION	
A. Performance Rating <ul style="list-style-type: none"> Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) 	Records Section/Previous Employer
B. Experience <ul style="list-style-type: none"> Latest Service Record signed by HRMO Designation (if applicable) Latest Approved Appointment 	Personnel Section/Previous Employer
C. Outstanding Accomplishments	
a. Outstanding Employee Award <ul style="list-style-type: none"> Certificate/Plaque/Trophy and other MOVs of the award received, highest level ONLY. 	Applicant
b. Innovations <ul style="list-style-type: none"> Accomplishment report submitted to the School Principal corroborated by at least 3 teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc) 	Applicant
c. Research and Development Projects	Applicant

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<ul style="list-style-type: none"> A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 				
<i>d. Publication/Authorship</i> <ul style="list-style-type: none"> A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMSD or Division Learning Area Supervisor; or A copy of newspaper/magazine of wide circulation where authored article on education was published. 		Applicant		
<i>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</i> <ul style="list-style-type: none"> Certificates (Authenticated by School Principal or PSDS) 				
<i>D.a Education</i> <ul style="list-style-type: none"> Authenticated Transcript of Records 		Applicant		
<i>D.b Training, any of the following (submit only the highest level)</i> <ul style="list-style-type: none"> 3 certificates of participation in a training of at least 3 days in a district or division or region level 1 certificate of participation in a training of at least 3 days in a national or international level Certificate of Recognition as chair or co-chair in a technical/planning committee 		Applicant		
Client Steps	Agency Action	Fees to be Paid	Process Time	Person Responsible
1. Submit pertinent documents to school or district they wish to apply. May also submit documents to Division Office.	School or District in Charge will check documents for completeness with the given checklist and forward to division office duly signed by principal or supervisor. Provide DTS tracker to client.	NONE	1 - 5 Working Days for School or District. 5 minutes for SDO.	School/District Admin Personnel. HRMSPB Secretariat.
	Receive	NONE	5	Records Section

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	Documents from District/School and forward to personnel section.		minutes	
	Receive documents from Records Section and Prepare List for Ranking and Interview.	NONE	5 minutes	Personnel Section/HRMPSB Secretary.
		Total:	5 days and 5 minutes	

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