

1. Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions both promotion and entry) Position)

Any individual with interest in applying for a position in DepEd may submit his/her following credentials and other requirements.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any person who has interest to the position			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Letter (1 original)	Applicant			
2. Duly accomplished CSC Form 212 with the latest 2x2 ID picture (3 original copies)	CSC Website Form from CSC or SDO Website			
3. Government Issued ID (1 photocopy)	Applicant			
4. Certified true copy of CSC eligibility or PRC professional ID, whichever is applicable (1 original copy)	CSC/PRC			
5. Certified true copy of Transcript of Records or Certification, Authentication and Verification of TOR (1 original copy)	School/s attended			
6. Performance Ratings for the last 3 semesters (1 Photocopy of the 3 Performance Ratings for the last 3 rating periods), if any	Previous/Current employer			
7. Certificate of relevant Trainings and Seminars attended (1 Photocopy each), if any	Applicant			
8. Documentation of Outstanding Accomplishments (1 copy), if any, pursuant to DepEd Order 66, s. 2007	Applicant			
9. File of Electronic-copy of requirements/documents	Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit/email the complete pertinent documents to the Records Unit/SDO email add	1.1. Stamp Receive, issue a receiving copy, and forward the pertinent documents to the HR Unit	None	5 minutes	Records Officer/AA VI
	1.2. Check completeness of documents submitted	None	5 minutes	HR Unit staff
2 Receive application receipt/email acknowledging receipt of application	2.1. Encode application details	None	5 minutes	HR Unit staff
	2.2. Pre-evaluate the qualifications of the Applicant vis-à-vis the qualification standards of the position	None	5 minutes	HRMO
3 Applicant received the Result of Initial Evaluation	3.1. Inform the applicant of the result of initial evaluation through email	None	5 minutes	HRMO
TOTAL		None	25 minutes	