

A. Personnel Unit

1. Acceptance of Employment Application for Initial Evaluation (Teaching Position)

Any individual with interest in applying for a position in DepEd 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 Positions (SHS only)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Applicant Number (application.deped.gov.ph) – indicated in the DO but applicant can't easily access the website		Applicant		
2. Letter of Intent for teaching position (1 original)				
3. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (3 original copies)		Form from CSC Website/ SDO		
4. Certified true copy of Professional Regulation Commission (PRC) Identification Card (1 original)		Certification from PRC		
5. Certified true copy of ratings obtained in the LET/PBET (1 original)		PRC		
6. Service Record/Certificate of Employment, performance rating, and school's clearance for those with teaching experience (1 original)		SDO		
7. Certified true copy of Transcript of Record (1 Original Copy)		Applicant		
8. Certificate of specialized trainings (1 Photocopy of each)		Applicant		
9. Certificate of specialized trainings (1 Photocopy of each)		NBI		
10. Certified true copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee (1 original)		Applicant		
11. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (2 original copies)		Applicant		
12. Application thru Division Website (if applicable)		SDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Register to the Department's online system at application.deped.gov.ph		None	10 Minutes	Client
2 Submit the complete pertinent documents to the school where vacancy regular and/or natural exists, and receive the receiving copy.	2.1. Receive and stamp and check completeness of the submitted documents	None	5 Minutes	School Head
	2.1. Receive and stamp and check completeness of the submitted documents	None	15 minutes	District Screening Committee
	2.3. Submit a Soft and Hard copy of the result of pre assessment at the HR Office through the Records Section	None	1 day	District Screening Committee
	2.4. Receive and stamp the hard copy of the result of Pre assessment as received and forward to HR Office	None	5 minutes	Records Section Staff, SDO
	2.5. Receive the result of the pre assessment and verify if the applicant registers online	None	10 Minutes	HRMO, Personnel Section, SDO
3 Receive the notification from HRMO	3.1. Notify applicant on the initial evaluation through posting/ email	None	10 Minutes	HRMO, Personnel Section, SDO
TOTAL		None	1 day, 55 minutes	