



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



1 March 2023

**DIVISION MEMORANDUM**  
**DM No. 167, s. 2023**

**ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR  
 NON-TEACHING POSITIONS**

**To:** Assistant Schools Division Superintendents  
 Chiefs - CID/SGOD  
 HRMPSB Members  
 Public Elementary and Secondary Schools  
 All Others Concerned

- This is to announce vacancies in the Department of Education – Schools Division of Quezon for positions listed below. All interested applicants who are qualified for the position are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

**A. SDO – Quezon**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	9	21211	2	SDO – Accounting (to be reassigned Catanauan Sub-Office)
Administrative Assistant II (Disbursing Officer II)	8	19744	1	SDO – Accounting (to be reassigned Real Sub-Office)
Administrative Assistant II			1	<b>SDO – SDS Office Pagbilao Quezon</b>
			1	SDO – Personnel (to be reassigned Gumaca Sub-Office)
			1	SDO – Personnel (to be reassigned Catanauan Sub-Office)
Administrative Assistant I	7	18620	1	SDO – Personnel Pagbilao Quezon
Administrative Aide VI	6	17553	1	

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**B. Elementary**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer II	11	27000	1	Malibago ES, Mulanay
			1	Calangcang ES, Mulanay
			1	LOPEZ WEST bldg I, Lopez West District
			1	Kinatakutan ES, Tagkawayan District
			1	Taluong ES, Polillo District
			1	Carlagan Integrated School, Burdeos Quezon
			1	Umiray ES, Gen. Nakar Quezon
			1	Bongliw ES, Panukulan Quezon
			1	Katakian ES, Patnanungan Quezon
			1	Hagonghong ES, Buenavista Quezon
			1	Tala ES, San Andres Quezon
			1	TALISAY ES, San Andres Quezon
			1	CASAY ES, San Francisco Quezon
			1	Mabuhay ES, San Francisco Quezon
			1	Don Guillermo Eleazar ES, Guinayangan Quezon
			1	Aurora ES, San Francisco Quezon
			1	Butanguiad ES, San Francisco Quezon
			1	Punta ES, San Narciso Quezon
			1	White Cliff ES, San Narciso Quezon
			1	Villa Reyes ES, San Narciso Quezon
1	Calauag East CES, Calauag East Quezon			
1	Pangahoy ES, Calauag West Quezon			
1	Quezon ES, Quezon Quezon			
1	Bukal Sur ES, Candelaria West Quezon			
1	Tignoan ES, Real Quezon			
Administrative Assistant III (Senior Bookkeeper)	9	21211	1	SAN FRANCISCO CES, SAN FRANCISCO DISTRICT
			1	AJOS ES, MULANAY DISTRICT

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			1	SAN ANDRES CES, SAN ANDRES DISTRICT
Administrative Assistant II (Disbursing Officer II)	8	19744	1	BURDEOS CENTRAL ES, BURDEOS QUEZON
			1	DON EMILIO SALUMBIDES ES, LOPEZ QUEZON
			1	JOMALIG CENTRAL ES, JOMALIG QUEZON
			1	SAN ANDRES CENTRAL ES, SAN QUEZON
			1	SAN FRANCISCO CENTRAL ES, SAN FRANCISCO QUEZON
			1	LOPEZ WEST ES, LOPEZ QUEZON
			1	POLILLO CENTRAL ES, POLILLO QUEZON
			1	ALABAT CENTRAL ES, ALABAT QUEZON
			1	BUENAVISTA CENTRAL ES, BUENAVISTA QUEZON
			1	LUTUCAN CES, SARIAYA QUEZON

**C. Junior High School**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer IV (HRMO II)	15	36619	1	ALABAT ISLAND NATIONAL HIGH SCHOOL, ALABAT QUEZON
Nurse II	16	39672	1	SAN ISIDRO NATIONAL HIGH SCHOOL - GENERAL LUNA
Guidance Counselor III	13	31320	1	TALIPAN NATIONAL HIGH SCHOOL
			1	QUEZON NATIONAL HIGH SCHOOL

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			3	GUMACA NATIONAL HIGH SCHOOL
Guidance Counselor I	11	27000	1	STA. CATALINA NHS, CANDEALARIA QUEZON
			2	LUTUCAN INTEGRATED NATIONAL HIGH SCHOOL, SARIAYA QUEZON
			1	CANDA NATIONAL HIGH SCHOOL
			1	CAMFLORA NATIONAL HIGH SCHOOL
			1	SAN ISIDRO NATIONAL HIGH SCHOOL-GENERAL LUNA
			1	GODOFREDO M. TAN INTEGRATED SCHOOL OF ARTS AND TRADES
			1	GUMACA NATIONAL HIGH SCHOOL
			1	LUSACAN NATIONAL HIGH SCHOOL
			1	SILANGANG MALICBOY NATIONAL HIGH SCHOOL
			1	UNGOS INTEGRATED NATIONAL HIGH SCHOOL
			Accountant I	12
Administrative Officer II	11	27000	1	TUMBAGA NHS, SAN FRANCISCO QUEZON
Administrative Officer I (Supply Officer I)	10	23176	1	MANUEL S. ENVERGA MEMORIAL SCHOOL ARTS AND TRADES, MAUBAN QUEZON
			1	BONDOC PENINSULA AGRICULTURAL HIGH SCHOOL, MULANAY QUEZON
	9	21211	1	LIBO NHS, PANUKULAN QUEZON

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Administrative Assistant III (Senior Bookkeeper)			1	CALLEJON NHS, SAN ANTONIO QUEZON
			1	CASAY NHS, SAN FRANCISCO QUEZON
			1	PAGSANGAHAN NHS, SAN FRANCISCO QUEZON
			1	LAMON BAY SCHOOL OF FISHERIES, GUMACA QUEZON
			1	DOONGAN ILAYA NHS & MATANDANG SABANG NHS, CATANAUAN QUEZON
			1	MALIGAYA INTEGRATED NATIONAL HIGH SCHOOL, ATIMONAN QUEZON
			1	BATANGAN NHS & LANGGAS NHS, GENERAL QUEZON
Administrative Assistant II (Disbursing Officer II)	8	19744	1	KATIMO NHS, KINATAKUTAN NHS, AND SANMANDEL CAR NHS, TAGKAWAYAN QUEZON
			1	ALONEROS NHS AND STA CRUZ NHS, GUINAYANGAN QUEZON
			1	JOMALIG NATIONAL HIGH SCHOOL
			1	RECTO MEMORIAL NHS, TIAONG QUEZON
			1	BUENAVISTA NHS, BUENAVISTA QUEZON
			1	PAGSANGAHAN NHS, SAN FRANCISCO QUEZON
			1	CAMFLORA NHS, SAN ANDRES QUEZON
			1	LAMON BAY SCHOOL OF FISHERIES, GUMACA QUEZON
			1	LAGAY NHS AND STO. ANGEL NHS, CALAUAG QUEZON
1	CALANTAS NHS AND SAMPALOC NHS, MACALELON QUEZON			

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			1	SAN ISIDRO INTEGRATED SCHOOL, BAGONG SILANG NHS, TABASON NHS, TAGKAWAYAN QUEZON
			1	PANIKIHAN NHS & VILLA PEREZ NHS, GUMACA QUEZON
			1	STO. NIÑO NHS AND HUYON-UYON NHS, SAN FRANCISCO QUEZON
			1	JACINTO G. ESPLANA NHS AND DR. VIVENCIO V. MARQUEZ NHS, SAN FRANCISCO QUEZON
			2	GODOFREDO M. TAN INTEGRATED SCHOOL OF ARTS AND TRADES, SAN NARCISO QUEZON
			1	MARCIAL B. VIILANUEVA NHS, SAN FRANCISCO QUEZON
Administrative Aide I	1	13000	1	BUENAVISTA NHS, BUENAVISTA QUEZON
			1	ALABAT ISLAND NHS, ALABAT QUEZON
Security Guard I	3	14678	1	QUEZON NHS, LUCENA CITY QUEZON
			1	ALABAT ISLAND NHS, ALABAT QUEZON

**D. Senior High School**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Nurse II	16	36619	1	LOPEZ NATIONAL COMPREHENSIVE HIGH SCHOOL, LOPEZ QUEZON
Registrar I	11	27000	1	BUENAVISTA NHS, BUENAVISTA QUEZON
			1	TAGKAWAYAN NHS, TAGKAWAYAN QUEZON

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Administrative Assistant II	8	19744	1	CALASUMANGA NHS, PANUKULAN QUEZON
			1	CABULIHAN NHS, PITOGO QUEZON
			1	ALABAT INHS, ALABAT QUEZON
			1	SANMANDEL CAR NHS, TAGKAWAYAN QUEZON
			1	DUNGAWAN NHS, GUINAYANGAN QUEZON
			1	PEREZ NHS, PEREZ QUEZON
			1	DR. ARSENIO C. NICOLAS INHS, CALAUAG QUEZON
			1	COGORIN NHS, LOPEZ QUEZON
			1	CAMFLORA NHS, SAN ANDRES QUEZON
			1	PAGSANGAHAN NHS, SAN FRANCISCO QUEZON
			1	CABONG NHS, BUENAVISTA QUEZON
			1	MALIGAYA NHS, BUENAVISTA QUEZON
			1	JOMALIG NHS, JOMALIG QUEZON
			1	NABANGKA NHS, GUINAYANGAN QUEZON
			1	MAPULOT NHS, TAGKAWAYAN QUEZON
			1	BUSDAK NHS, PATNANUNGAN QUEZON
1	VILLA SAN ISIDRO, CALAUAG QUEZON			
1	HUYON-UYON NHS, SAN FRANCISCO QUEZON			
1	BUTANGUIAD NHS, SAN FRANCISCO QUEZON			
1	GUITES NHS, LOPEZ QUEZON			

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2. The Qualification Standards (QS) of the said position are as follows:

**A. SDO – Quezon**

Position	Education	Training	Experience	Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY
Administrative Assistant II (Disbursing Officer II)				
Administrative Assistant II		None Required	None Required	
Administrative Assistant I		None Required	None Required	
Administrative Aide VI		None Required	None Required	

**B. Elementary**

Position	Education	Training	Experience	Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	NONE REQUIRED	NONE REQUIRED	Career Service (Professional)/Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY
Administrative Assistant II (Disbursing Officer II)				

**C. Junior High School**

Position	Education	Training	Experience	Eligibility
Administrative Officer IV (HRMO II)	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/Second Level Eligibility

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Nurse II	Bachelor of Science in Nursing	4 hours relevant training	1 year relevant experience	RA 1080
Guidance Counselor III	Master's degree in Guidance and Counseling	NONE REQUIRED	NONE REQUIRED	RA 1080 (Guidance Counselor)
Guidance Counselor I				
Accountant I	Bachelor of Science in Accountancy	NONE REQUIRED	NONE REQUIRED	RA 1080 (CPA)
Administrative Officer II	Bachelor's degree relevant to the job	NONE REQUIRED	NONE REQUIRED	Career Service (Professional)/Second Level Eligibility
Administrative Officer I (Supply Officer I)				
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY
Administrative Assistant II (Disbursing Officer II)				
Administrative Aide I	* Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
Security Guard I	High School Graduate	NONE REQUIRED	NONE REQUIRED	Security Guard License

**D. Senior High School**

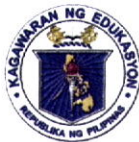
Position	Education	Training	Experience	Eligibility
Nurse II	Bachelor of Science in Nursing	4 hours relevant training	1 year relevant experience	RA 1080
Registrar I	Bachelor's degree	NONE REQUIRED	NONE REQUIRED	Career Service (Professional)/Second Level Eligibility
Administrative Assistant II	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY

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3. Interested qualified applicants for junior high school implementing units and autonomous schools (see attached inclosure) shall submit their pertinent documents with “ear tag” to the school c/o the School Head where a vacancy exists, while those who will apply for vacant positions in SDO Quezon, elementary, junior high school non-implementing units and senior high school shall submit their pertinent documents with “ear tag” to the nearest sub-office (Real, Catanauan or Gumaca) or to the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon. The pertinent documents shall include the following and must be arranged accordingly;

**Mandatory Requirements:**

- a. Letter of intent stating the vacancy and station that they are applying for, addressed to the Schools Division Superintendent;
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of **valid** and **updated** PRC License;
- 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 and applicable to the position being applied for;
- 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 2 rating period(s) prior to the assessment, 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 (See attached inclosure);

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**Non-Mandatory Requirements but will be used as basis for comparative assessment:**

- k. Means of Verification (MOVs) showing Outstanding Accomplishments (if any) reckoned from the date of last issuance of appointment
1. Outstanding Employee Awards
  2. Innovations
  3. Research
  4. Publication
  5. Consultant/Resource Speakership in Trainings and Seminars
- For innovations, researches and publication, scanned/printed copy of front page of program/project, research paper, article/book will be honored. However, approved hard copy of the whole document with the corresponding certificate, program, travel order, memorandum and other pertinent documents must be presented during the comparative assessment.
1. Photocopy of Performance Rating obtained from the relevant work experience.
4. All application documents shall be submitted on or before **March 13, 2023 (Monday) until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
5. Applicants must ensure the completeness, accuracy and veracity of the submitted documents.
6. **Individuals who failed to submit mandatory documentary requirements (Item 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants. However, failure to submit the non-mandatory documentary requirements (Item 3.k to 3.l) shall not warrant exclusion from the pool of official applicants.**
7. The initial evaluation and pre-evaluation for vacancies in Schools Division Office, Elementary, Junior High School Non-Implementing Units and Senior High School vacant position, shall be performed by the sub-committee members in the nearest sub-office

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- and/or Division Office, while vacant positions for Junior High School Implementing Units and Autonomous Schools, shall be performed by the Sub-Committee members of the school where a vacancy exists (see attached inclosure for the list of IUs and autonomous schools).
8. The Division HRMPSB Sub-committee and the TWGs shall conduct final evaluation and validation of the forwarded pertinent documents from the SRC and shall facilitate the applicants behavioral event interview and examination in the prescribed venue or online platform on the scheduled dates provided on this memorandum. For Implementing units and Autonomous, behavioral event interview shall be held by the School Head where a vacancy exists while the examination of applicants shall be conducted in the sub-office or the Division Office.
  9. All members of the HRMPSB and TWG will be assigned to lead the activities in each cluster to be assisted by the identified Administrative Officer II personnel. They may request the assistance of school heads and public schools district supervisors to provide support in the activity.
  10. The Registry of Qualified Applicants for all positions shall be prepared by the HRMPSB Secretariat to be signed by the HRMPSB Members and Chairman subject to approval of the Schools Division Superintendent.
  11. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached Inclosure.
  12. Wide and immediate dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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Inclosure to Division Memorandum No. 167 s. 2023

**SCHEDULE OF ACTIVITIES**

<b>ACTIVITIES</b>	<b>RESPONSIBLE</b>	<b>INDICATIVE SCHEDULE</b>	<b>NO. OF WORKING DAYS</b>
Publication & Posting of Memorandum	HRMO	March 1, 2023	1
Last day of receiving of application	Receiving Clerk of Division Office, Sub-Office and Schools	March 13, 2023	1
Initial assessment/screening of applications	School Head where a vacancy exists, HRMO	March 14 – 20, 2023	4
Submissions of Shortlist of qualified for Non-Teaching applicants to the HRMPSB	AO IV	March 21, 2023	1
Preparation of Pre-Evaluation Results for JHS Implementing Units and Autonomous	Sub-committee in the school and district level	March 21, 2023	1
Submission of Initial and Pre-evaluation results for JHS Implementing Units and Autonomous to the Sub-Office/Division Office	Sub-committee in the school and district level	March 23, 2023	1
Preliminary Meeting with the HRMPSB	HRMPSB/ AO IV/ Secretariat	March 23, 2023	1
Orientation of qualified applicants	HRMPSB/ AO IV/ Secretariat for elementary, jhs non-ius and shs and Sub-committee in the school for IUs and Autonomous schools	March 24, 2023	1

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HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking)	HRMPSB/ AO IV/ Secretariat	March 24 - 30, 2023	5
Conduct of the Written examination / On-the-Job (OTJ)/ Skills Test	HRMPSB/ AO IV/ Secretariat	March 24 - 30, 2023	5
Check the written exam/OTJ/skills test	HRMPSB/ End-user (Chief)	March 24 - 30, 2023	5
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB / AO IV / Secretariat	March 31, 2023	1
Preparation of the Final CAR-RQA for all non-teaching positions	HRMPSB / AO IV / Secretariat	April 3 - April 7, 2023	5
Route the CAR to the HRMPSB for signature	HRMPSB / AO IV / Secretariat	April 3 - April 7, 2023	5
Submission of the final CAR to the Office of the Schools Division Superintendent, and requesting instruction - Conduct of Background Investigation (BI)	AO IV  Upon the request of the Appointing Authority	April 3 - April 7, 2023	5
Email signed Certificate of Rating to applicants for information and acknowledgement	AO IV	April 3 - April 7, 2023	5
Prepare notification letter to the successful candidate for the compliance/submission	AO IV	April 3 - April 7, 2023	5

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of requirements for appointment			
Forward to the Office of the ASDS/SDS the notification letter for initial/signature	Personnel Section	April 3 – April 7, 2023	5
Email to the successful candidate the signed notification letter for the compliance of requirements and acknowledge the same	AO IV	April 3 – April 7, 2023	5

**List of Implementing Unit and Autonomous Schools**

<b>Congressional District</b>	<b>Autonomous</b>	<b>Implementing Units</b>
1 <sup>ST</sup> DISTRICT	Manuel S. Enverga Memorial School of Arts and Trades	Talipan NHS Libo NHS Silangang Malicboy National High School
2 <sup>ND</sup> DISTRICT	Recto Memorial National High School Sta. Catalina NHS	Canda NHS Quezon National High School Luscan NHS
3 <sup>RD</sup> DISTRICT	Bondoc Peninsula Agricultural High School San Isidro NHS – General Luna	Godofredo M. Tan Integrated School Pagsangahan NHS Buenavista NHS Camflora NHS
4 <sup>TH</sup> DISTRICT	Alabat Island National High School	Lamon Bay School of Fisheries Gumaca National High School

DEPEDQUEZON-TM-SDS-04-009-003



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Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

**CHECKLIST OF REQUIREMENTS**

Application Code: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent stating the vacancy and station that they are applying for, addressed to the Schools Division Superintendent;;			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) <b>and Work Experience Sheet, if applicable</b>			
c. Photocopy of <b>valid and updated</b> 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 and applicable to the position being applied for;			
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 2 rating period(s) prior to the assessment, if applicable;			

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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			
	Other documents as may be required for comparative assessment:			
k.	Means of Verification (MOVs) showing Outstanding Accomplishments, Innovation, Research, Publication and Consultant/Resource Speakership in Trainings and Seminars			
	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			

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION ON 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

Attested:

\_\_\_\_\_  
Human Resource Management Officer

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.

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