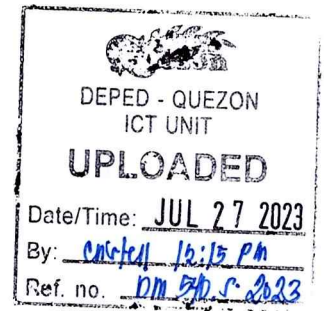




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 July 2023

**DIVISION MEMORANDUM**

DM No. 540, s. 2023

**ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR RELATED-TEACHING, SCHOOL ADMINISTRATION, TEACHING, AND NON-TEACHING POSITIONS**

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

1. 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.

**Related Teaching Positions**

**SDO Quezon**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Education Program Supervisor	22	71,511	1	CID
Education Program Specialist II	16	39,672	1	SGOD

**School Administration Positions**

**Elementary**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal III	21	63,997	1	DIVISION OF QUEZON
Head Teacher III	16	39,672	29	
Head Teacher II	15	36,619	10	
Head Teacher I	14	33,843	25	

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**Junior High School**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal II	20	57,347	1	Evaristo R. Macalintal Memorial National High School, Quezon, Quezon
Head Teacher VI	19	51,357	1	Recto Memorial National High School, Tiaong Quezon
Head Teacher IV	17	43,030	1	Bondoc Peninsula Agricultural High School, Mulanay Quezon
Head Teacher III	16	39,672	1	Malusak National High School, Atimonan Quezon
			1	Godofredo M. Tan Integrated School of Arts and Trades, San Narciso Quezon
			2	Alabat Island National High School, Alabat Quezon
			1	Canda National High School, Sariaya Quezon
Head Teacher II	15	36,619	1	Hondagua National High School, Lopez Quezon
			1	Apad National High School, Calauag Quezon
			1	Danlagan National High School, Padre Burgos Quezon
Head Teacher I	14	33,843	1	Dolores Macasaet National High School, Candelaria Quezon
			1	Canda National High School, Sariaya Quezon
			1	Polillo National High School, Polillo Quezon
			1	San Antonio National High School, San Antonio Quezon
			1	Tagabas Ibaba NHS (San Isidro NHS-Tagabas), Catanauan Quezon
			1	Tumbaga NHS, San Francisco Quezon

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			1	Huyon-Uyon National High School, San Francisco Quezon
			1	Rufina P. Trinidad Memorial National High School, Calauag Quezon
			1	Villa San Isidro National High School, Calauag Quezon
			1	Sanmandelcar National High School, Tagkawayan Quezon
			1	Cabulihan National High School, Pitogo Quezon
			1	Busdak National High School, Patnanungan Quezon
			1	Tagkawayan National High School, Tagkawayan Quezon

**Senior High School**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal II	20	57,347	3	DIVISION QUEZON

**Teaching Positions**

**Elementary**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Master Teacher II	19	51,357	1	General Luna District
			2	Calauag East District
			1	Lopez East District
			2	Pagbilao District
			1	Atimonan District
			1	Quezon District

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			1	Mauban North District
			1	Gumaca East District
Master Teacher I	18	46,725	3	Tiaong District
			1	Sariaya East District
			1	Atimonan I District
			1	Catanauan I District
			1	Candelaria East District
			1	Sariaya West District
			1	Calauag East District
			1	Mauban South District
			1	Perez District
			1	Calauag West District
			1	Gumaca West District
			1	Quezon District
Special Education Teacher III	16	39,672	1	Tiaong District

**Junior High School**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment	Area of Specialization
Master Teacher II	19	51,357	1	Manuel S. Enverga Memorial School Of Arts And Trades, Mauban Quezon	<b>TVE with specialiazation in Furniture and Cabinet Making</b>
			1	Alabat Island National High School	<b>ENGLISH</b>
Master Teacher I	18	46,725	1	Abuyon National High School, San Narcisco Quezon	<b>MATH</b>
			3	Atimonan National Comprehensive High	<b>TLE, MATH ENGLISH</b>

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				School, Atimonan Quezon	
			1	Gumaca National High School, Gumaca Quezon	<b>MATH</b>
			1	Manuel S. Enverga Memorial School Of Arts And Trades, Mauban Quezon	<b>ENGLISH</b>
			1	Pagbilao National High School, Pagbilao Quezon	<b>MAPEH</b>
			2	Quezon National High School, Lucena City	<b>SCIENCE, MAPEH</b>
			1	Recto Memorial NHS, Tiaong Quezon	<b>MATH</b>
			1	San Isidro National High School, Catanauan Quezon	<b>MATH</b>

**Senior High School**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment	Area of Specialization
Master Teacher II	19	51,357	1	San Antonio National High School, San Antonio Quezon	ENGLISH
			1	Talipan National High School, Pagbilao Quezon	STEM SCIENCE
			1	Dolores Macasaet NHS, Candelaria Quezon	STEM SCIENCE
			1	Manuel S. Enverga Memorial School of Arts And Trades, Mauban Quezon	HUMSS ENGLISH
			1	Polillo NHS, Polillo Quezon	TVL-HE
			1	Alabat Island National High	STEM MATH

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				School, Alabat Quezon	
			1	Recto Memorial NHS, Tiaong Quezon	STEM SCIENCE
			1	Quezon Science High School, Tayabas City	SOCIAL SCIENCE
			1	Canda NHS, Sariaya Quezon	TVL-HE
Master Teacher I	18	46,725	1	Matandang Sabang NHS, Catanauan Quezon	STEM - MATH
			1	Dr. Panfilo Castro NHS, Candelaria Quezon	FILIPINO
			1	Lopez National Comprehensive High School, Lopez Quezon	ENGLISH
			1	Recto Memorial NHS, Tiaong Quezon	ENGLISH
			1	Atimonan National Comprehensive High School, Atimonan Quezon	ABM
			1	Calauag NHS, Calauag Quezon	STEM MATH
			1	Aloneros NHS, Guinayangan Quezon	STEM SCIENCE
			1	Renato Edaño Vicencio NHS, San Francisco Quezon	STEM - MATH
			1	Tagbacan NHS, Catanauan Quezon	STEM - MATH
			1	Dagatan NHS, Dolores Quezon	STEM SCIENCE

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**Non-Teaching Positions**  
**SDO Quezon**

<b>Position</b>	<b>Salary Grade</b>	<b>Monthly Salary (NBC 591)</b>	<b>No. of Position/s</b>	<b>Place of Assignment</b>
Administrative Assistant III (Senior Bookkeeper)	9	21,211	1	Accounting Section
Administrative Aide VI (Clerk II)	6	17,553	1	Supply Section

**Elementary**

<b>Position</b>	<b>Salary Grade</b>	<b>Monthly Salary (NBC 591)</b>	<b>No. of Position/s</b>	<b>Place of Assignment</b>
Administrative Officer II	11	27,000	1	Patabog ES, Mulanay District
			1	Aurora CES, San Francisco District
Nurse II	16	39,672	1	Division of Quezon
Administrative Assistant III (Senior Bookkeeper)	9	21,211	1	Agdangan CES, Agdangan District
			1	Pitogo CES, Pitogo District

**Junior High School**

<b>Position</b>	<b>Salary Grade</b>	<b>Monthly Salary (NBC 591)</b>	<b>No. of Position/s</b>	<b>Place of Assignment</b>
Nurse II	16	39,672	1	Gumaca National High School, Gumaca Quezon
Administrative Assistant III (Senior Bookkeeper)	9	21,211	1	Burdeos NHS, Burdeos District
			1	Camohaguin NHS, Gumaca Quezon
			1	Ilayang Yuni Junior and Senior Integrated National

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				High School, Mulanay Quezon
Administrative Aide III (Clerk I)	3	14,678	1	Manuel S. Enverga Memorial School of Arts and Trades, Mauban Quezon

**Senior High School**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer II	11	27,000	1	Guinayangan National High School, Guinayangan Quezon
Administrative Assistant II	8	19,744	1	Cabay NHS, Tiaong District
			1	Lutucan Integrated National High School, Sariaya West District
			1	Hagonghong Integrated National High School, Buena Vista Quezon

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

**Related-Teaching Positions**

A. SDO – Quezon

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in education or other relevant Master's degree with specific area of specialization <b>(with specialization in Music, Arts Physical Education and Health)</b>	8 hours relevant training experience	2 years as Principal; 2 years as Head Teacher; 2 years as Master Teacher	RA 1080
Education Program Specialist II	Bachelor's degree in education or its equivalent	4 hours of relevant training	2 years experience in education research,	PBET; Teacher Career Service

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			research, development, implementation or other relevant experience	Service (Professional) Appropriate Eligibility for Second Level Position
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**School Administration Position  
Elementary**

Position	Education	Training	Experience	Eligibility
Head Teacher III	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 2 YEARS; OR TEACHER-IN-CHARGE FOR 2 YEARS; OR TEACHER FOR 5 YEARS	RA 1080/LET/ PBET
Head Teacher II	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 4 YEARS	
Head Teacher I	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education	24 HOURS OF RELEVANT TRAINING	TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 3 YEARS	

**Junior High School**

Position	Education	Training	Experience	Eligibility
School Principal II	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	1 YEAR AS PRINCIPAL	RA 1080/LET/ PBET
Head Teacher VI	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 5 YEARS; OR MASTER TEACHER FOR 4 YEARS	

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Head Teacher IV	appropriate field of specialization		HEAD TEACHER FOR 3 YEARS; OR MASTER TEACHER FOR 2 YEARS	
Head Teacher III			HEAD TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS	
Head Teacher II			HEAD TEACHER FOR 1 YEAR; OR TEACHER FOR 4 YEARS	
Head Teacher I			TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 3 YEARS	

**Teaching Position**

A. Elementary and Junior High School

Position	Education		Training	Experience	Eligibility
	ELEMENTARY	JHS			
Master Teacher II	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 24 units for a Master's degree in Education or its equivalent	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	<b>4 Hours of Relevant Training</b>	<b>1 YEAR AS MASTER TEACHER 1 OR 4 YEARS AS TEACHER III</b>	<b>RA 1080 /LET/ PBET</b>

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Master Teacher I	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 18 units for a Master's degree in Education or its equivalent	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	<b>NONE REQUIRED</b>	<b>3 YEARS RELEVANT EXPERIENCE</b>	
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**Senior High School**

**ACADEMIC**

Position	Education	Training	Experience	Eligibility
MASTER TEACHER II	Master's degree in relevant strand/ subject	12 hours of training relevant to the subject area specialization	5 years of relevant teaching/ industry work experience	RA 1080
MASTER TEACHER I	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/ industry work experience	RA 1080

**TVL**

Position	Education	Training	Experience	Eligibility
MASTER TEACHER II	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	1 Year of teaching experience and 1 year of relevant industry work experience	RA 1080

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**Non-Teaching Positions**

<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Nurse II	Bachelor's degree in Nursing	4 hours relevant training	1 year relevant experience	RA 1080
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	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY
Administrative Aide VI	Completion of 2 years studies in College	None Required	None Required	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY
Administrative Aide III (Clerk I)	Completion of 2 years studies in College	None Required	None Required	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY

3. Interested qualified applicants 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:**

- Letter of intent addressed to the Schools Division Superintendent thru the School Head where the vacancy exists;
- Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) **with Work Experience Sheet**, if applicable;
- Photocopy of **valid** and **updated** PRC License;
- Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;

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- 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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), **notarized by authorized official (mayor or notary public) kindly put the checklist of requirements at the first page of your application;** and

**Non-Mandatory Requirements but will be used as basis for comparative assessment for related-teaching, school administration and non-teaching positions:**

- 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
- l. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable.

**Non-Mandatory Requirements for Master Teacher applicants as specified in Regional Memorandum No. 434, s. 2017 and DECS Order No. 57, s. 1997 the following documents shall be submitted as basis for comparative assessment:**

**k. LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT**

- i. Introduce any of the following, adopted or used by the school or district/division (must be supported by certification, accomplishment report, school memorandum, proposal, letter request, work plan & financial statement, if applicable).

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1. Curriculum or instructional materials;
  2. Effective teaching techniques or strategies;
  3. Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction; and
  4. Worthwhile Income Generating Project for learners given due recognition by the higher officials.
- ii. Subject Coordinator or Grade Chairman in the school, district/division (With Certification stating the number of years, School Memorandum and Accomplishment Report with Pictorial);
  - iii. Chairman of Special Committee on Curriculum, Instructional Materials, and School Programs (With Certification stating the number of years, School Memorandum and Accomplishment Report with Pictorial);
  - iv. Educational Researches (with letter request to conduct action research, approved research proposal, research report, accomplishment report);
  - v. Coordinator for Community Project or Activity (with certification, designation in the form of Memorandum signed by DepEd officials and other agencies involved in the community project, project proposal, accomplishment report with pictorial);
  - vi. Organized/managed In-Service activity or other similar activities at least at the school level (at least 2 days) with certification, approved training design, program of activities and accomplishment report;
  - vii. Meritorious Achievement
    1. Trainer or coach of contestants who received awards, commendation or any form of recognition (with certification issued by the authorities concerned, certificate of recognition/award issued by proper school officials, award/commendation/citation given to winning contestant signed by proper school officials, program of activities of the contest/competition/quiz;
    2. Awards received as member/coordinator of BSP/GSP/Red Cross activities signed by proper activities

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- viii. Authorship (With copy of the articles published, certification from the publisher, copy of the certificate of copyright registration for authorship of a book, copy of the published book/articles.
4. All application documents shall be submitted on or before **August 7, 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. **Applicants 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. Applicants are advised to register in the Division Registry of Applicants upon submission of their application folder through this link or click on the QR code:

**<https://bit.ly/3pVPZtF>**



8. The initial evaluation, pre-evaluation and Comparative Assessment of Teaching and Related-Teaching and Non-Teaching Applicants shall be performed by the HRMO, and HRMPSB respectively.

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SCHOOLS DIVISION OF QUEZON PROVINCE

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9. 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.
  
10. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached Inclosure.
  
11. Wide and immediate dissemination of this Memorandum is desired.

  
**ROMMEL O. BAUTISTA, CESO V**  
Schools Division Superintendent 



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

Enclosure to Division Memorandum No. 540 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	July 26, 2023	1
Last day of receiving of application	Records Section	August 7, 2023	1
Initial assessment/screening of applications	HRMO, Personnel Section	August 8-11, 2023	4
Submission of Initial Evaluation Results (IER) to the HRMPSB	AO IV	August 14, 2023	1
Position of the Initial Evaluation Result (IER)	HRMPSB/ AO IV/ Secretariat	August 15, 2023	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) and Skills or Work Sample Tests (S/WST)	HRMPSB members and sub-committee members	August 16-18, 2023	3
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB members	August 22, 2023	1
Submission of CAR to the Appointing Authority	HRMPSB Secretariat	August 23, 2023	1
Posting of Comparative Assessment Result	HRMPSB Members	August 24, 2023	1

**Note: Scheduled Timeline of Activities is subject to change based on the number of application forms received.**

DEPEDQUEZON-TM-SDS-04-009-003



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Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



## CHECKLIST OF REQUIREMENTS

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

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-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated 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			
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 rating period(s) covering one (1) year performance prior to the deadline of submission, 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
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			

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", [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.