

## Acceptance of Employment Application for Initial Evaluation (Teaching Position)

1. Acceptance of Employment Application for Initial Evaluation (Teaching Positions) to be submitted to the school of their choice within the Schools Division Office of the City of San Carlos, Pangasinan.

Any individual with interest in applying for a position in the Department of Education may submit his/her credentials and other requirements.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Licensed Professional Teachers for Permanent Positions (Elementary, Junior and Senior High School); Not Eligible Teachers for Provisional Positions (Senior High School only)
<b>Checklist of Requirements:</b>	<b>Where to Secure</b>
The first envelope ( <b>Initial Requirements</b> ) consists of the following documents and must be submitted securely fastened in a dark green folder with a name tag and sealed in a clean and long brown envelope (with name tag). <b>(Font Style: Century Gothic - Font Size: 20 Format: DEPED-CSFP-DELA CRUZ, JUAN MAGTANGGOL)</b>	
1. Applicant Number	Teacher-Applicant Note: May acquire one through the Department of Education's Website: <a href="http://applicant.deped.gov.ph">applicant.deped.gov.ph</a>
2. Application or Letter of intent for a teaching position (1 original)	Teacher-Applicant Note: Must be addressed to the Schools Division Superintendent
3. Letter of intent for retention of points	Teacher-Applicant Schools Division Office Note: For teacher-applicants who have undergone the hiring process from last school year
4. Duly accomplished Personal Data Sheet, CSC Form 2012, Revised 2017) (original copy) with the latest passport size picture taken within the last six (6) months	Teacher-Applicant Note: Can be downloaded through Civil Service Commission's Website: <a href="http://csc.gov.ph">csc.gov.ph</a>
5. Duly accomplished Work Experience Sheet (WES) with the actual first day and last day of service indicated	Teacher-Applicant Note: Can be downloaded through Civil Service Commission's Website: <a href="http://csc.gov.ph">csc.gov.ph</a>
6. Photocopy of Certified True Copy of Transcript of Records in the Baccalaureate Course	Teacher-Applicant College or University attended Note: For non-education graduates, a copy of the transcript of records for additional 18 education units (Methods of Teaching) must also be submitted.
7. Photocopy of Certification of General Weighted Average	Teacher-Applicant College or University attended
8. Photocopy of Certified True Copy of Transcript of Records in the Graduate Studies, if any	Teacher-Applicant College or University attended
9. Photocopy of an authenticated copy of PRC Board Rating	Teacher-Applicant Authenticated by the Professional Regulation Commission
10. Photocopy of an authenticated copy of PRC License	Teacher-Applicant Authenticated by the Professional Regulation Commission
11. Photocopies of Service Records and/or Certificates of Employment (for teacher-applicants with teaching experience)	Schools Division Office and/or Teacher-Applicant
12. Photocopies of certificates of specialized training and seminars attended	Teacher-Applicant
13. Photocopies of school's clearance for those with teaching experience	Teacher-Applicant The school where previously employed.
14. Photocopy of Voter's ID (in the absence of Voter's ID, Certification from the COMELEC)	Teacher-Applicant Commission on Election
15. Photocopy of NBI Clearance	Teacher-Applicant National Bureau of Investigation
16. Omnibus Certification of Authenticity, and Veracity of all documents submitted	Teacher-Applicant Schools Division Office
17. Detailed Lesson Plan	Teacher-Applicant
The second envelope ( <b>Assessment and Evaluation</b> ) consists of the following documents and must be submitted securely fastened in a dark green folder with a name tag and sealed in a clean and long brown envelope (with a name tag). <b>(Font Style: Century Gothic - Font Size: 20 Format: DEPED-CSFP-DELA CRUZ, JUAN MAGTANGGOL)</b>	
1. Letter of intent for retention of points	Teacher-Applicant Schools Division Office (for teacher-applicants who have undergone the hiring process from last school year)
2. Duly accomplished Personal Data Sheet, CSC Form 2012, Revised 2017) (original copy) with the latest passport size picture taken within the last six (6) months	Teacher-Applicant Note: Can be downloaded through Civil Service Commission's Website: <a href="http://csc.gov.ph">csc.gov.ph</a>

### References:

- DepEd Order No. 7, s. 2015*  
*DepEd Order No. 22, s. 2015*  
*DepEd Order No. 3, s. 2016*

3. Duly accomplished Work Experience Sheet (WES) with the actual first day and last day of service indicated	Teacher-Applicant Note: Can be downloaded through Civil Service Commission's Website: <a href="http://csc.gov.ph">csc.gov.ph</a>			
4. Photocopy of Certified True Copy of Transcript of Records in the Baccalaureate Course	Teacher-Applicant College or University attended Note: For non-education graduates, a copy of the transcript of records for additional 18 education units (Methods of Teaching) must also be submitted.			
5. Photocopy of Certification of General Weighted Average	Teacher-Applicant College or University attended			
6. Photocopy of Certified True Copy of Transcript of Records in the Graduate Studies, if any	Teacher-Applicant College or University attended			
7. Photocopies of Service Records and/or Certificates of Employment (for teacher-applicants with teaching experience)	Schools Division Office and/or Teacher-Applicant			
8. Photocopies of certificates of specialized training and seminars attended	Teacher-Applicant			
9. Photocopies of Portfolio/Outstanding accomplishments	Teacher-Applicant (for Senior High School)			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Register to the Department's online system at <a href="http://application.deped.gov.ph">application.deped.gov.ph</a>		None	10 minutes	Teacher-Applicant
2. Attendance to the Orientation to be conducted by the Schools Division Office on the step-by-step process and how they are going to be assessed and evaluated including the appraisal of their documents.	Conducts scheduled Orientation	None	4 hours	HRMPSB Personnel Unit Teacher-Applicant
3. Submission of complete pertinent documents at the School Level (2-Envelope System a. Initial Requirements b. Documents for Evaluation)	3.1. Checks, validates, verifies, and certifies documents as to completeness, veracity, accuracy, veracity of documents	None	20 minutes	School Screening Committee School Administrative Officers II Teacher-Applicant
	3.2. Receives, stamps, and issues applicant's copy (slip) as proof of receipt of documents submitted	None	10 minutes	School Screening Committee School Administrative Officers II Teacher-Applicant
	3.3. Conducts initial assessment based on basic Qualification Standards (Envelope 1)	None	20 minutes	School Screening Committee School Administrative Officers II
	3.4. Submits to the Schools Division Office the assessed and evaluated pertinent documents of the teacher-applicants	None	10 minutes	School Administrative Officer II
	3.5. Receives assessed and evaluated pertinent documents.	None	10 minutes	Records Officer
	3.6. Endorses to the Personnel Unit the assessed and evaluated pertinent documents.	None	10 minutes	Records Officer
	3.7. Receives the assessed and evaluated pertinent documents	None	10 minutes	HRMO II
	3.8. Endorses the second envelope to the	None	10 minutes	HRMO II

**References:**

- DepEd Order No. 7, s. 2015*  
*DepEd Order No. 22, s. 2015*  
*DepEd Order No. 3, s. 2016*

# Acceptance of Employment Application for Initial Evaluation (Non-teaching and Teaching-related Position)

1. Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions) to be submitted to the Schools Division Office of the City of San Carlos, Pangasinan.

Any individual with interest in applying for a position in the Department of Education may submit his/her credentials and other requirements.

<b>Office or Division:</b>	Personnel Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Licensed Professional Teachers for Permanent Positions (Elementary, Junior and Senior High School); Not Eligible Teachers for Provisional Positions (Senior High School only); Civil Service Eligible (Professional / Sub-Professional) Any person who has interest to the position
<b>Checklist of Requirements:</b>	<b>Where to Secure</b>
The first envelope ( <b>Basic Qualification Standards</b> ) consists of the following documents and must be submitted securely fastened in a dark green folder with a name tag and sealed in a clean and long brown envelope (with name tag). <b>(Font Style: Century Gothic - Font Size: 20 Format: DEPED-CSFP-DELA CRUZ, JUAN MAGTANGGOL)</b>	
1. Application or Letter of intent (1 original)	Applicant
2. Letter of intent for retention of points	Applicant (for applicants who have undergone the hiring process from the last deliberation)
3. Duly accomplished Personal Data Sheet, CSC Form 2012, Revised 2017) (original copy) with the latest passport size picture taken within the last six (6) months	Applicant Note: Can be downloaded through Civil Service Commission's Website: <a href="http://csc.gov.ph">csc.gov.ph</a>
4. Duly accomplished Work Experience Sheet (WES) with the actual first day and last day of service indicated	Applicant Note: Can be downloaded through Civil Service Commission's Website: <a href="http://csc.gov.ph">csc.gov.ph</a>
5. Photocopy of Certified True Copy of Transcript of Records in the Baccalaureate Course	Applicant College or University attended Note: For non-education graduates, a copy of the transcript of records for additional 18 education units (Methods of Teaching) must also be submitted.
6. Photocopy of Certified True Copy of Transcript of Records in the Graduate Studies	Applicant College or University attended
7. Photocopy of an authenticated copy of PRC Board Rating	Applicant Authenticated by the Professional Regulation Commission
8. Photocopy of an authenticated copy of PRC License	Applicant Authenticated by the Professional Regulation Commission
9. Photocopies of Service Records and/or Certificates of Employment (for teacher-applicants with teaching experience)	Schools Division Office and/or Applicant
10. Photocopies of performance ratings a) For Master Teacher I, photocopies of the two (2) performance ratings for the last two (2) rating periods b) For Master Teacher II, a photocopy of the latest performance rating	Applicant
The second envelope ( <b>Assessment and Evaluation</b> ) consists of the following documents and must be submitted securely fastened in a dark green folder with a name tag and sealed in a clean and long brown envelope (with a name tag). <b>(Font Style: Century Gothic - Font Size: 20 Format: DEPED-CSFP-DELA CRUZ, JUAN MAGTANGGOL)</b>	
1. Letter of intent for retention of points	Applicant (for applicants who have undergone the hiring process from the last deliberation)
2. Photocopies of the three (3) performance ratings for the last three (3) rating periods.	Applicant
3. Photocopies of Service Records and/or Certificates of Employment	Applicant
4. Copies of Outstanding Accomplishments with Means of Verifications (MOVs) a) Outstanding Employee Award b) Innovations c) Research and Development Projects d) Publication/Authorship e) Certification as Consultant/Resource Speaker	Applicant
5. Photocopy of Certified True Copy of Transcript of Records in the Baccalaureate Course	Applicant College or University attended Note: For non-education graduates, a copy of the transcript of records for additional 18 education units (Methods of Teaching) must also be submitted.
6. Photocopy of Certified True Copy of Transcript of Records in the Graduate Studies	Applicant College or University attended
7. Photocopies of certificates of specialized training and seminars attended	Applicant
8. For Master Teacher Applicants: Credit Points for Leadership, Potential, and Accomplishments	Applicant

**References:**

- MEC Order No. 10, s. 1979
- DepEd Order No. 42, s. 2007
- DepEd Order No. 66, s. 2007

a) Curriculum or Instructional Materials b) Served as Subject Coordinator or Grade Chairman c) Designated as Chairman of A Special Committee d) Initiated or Headed an Educational Research Activity e) Coordinator of Community Project or Activity or of a Program f) Organized/Managed an In-Service Activity g) Meritorious Achievements h) Authorships				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submission of complete pertinent documents at the Schools Division Office (2-Envelope System a. Basic Qualification Standards b. Documents for Evaluation)	1.1. Stamps, receives, issues a receiving copy as proof of receipt of documents submitted, and forwards pertinent documents to the Personnel Unit	None	5 minutes	Records Officer
	1.2. Endorses to the Personnel Unit the received pertinent documents.	None	5 minutes	Records Officer Personnel Staff
	1.3. Conducts initial assessment based on basic Qualification Standards (Envelope 1)	None	1 day	HRMO II
	1.4. Issues disqualification letter, if any	None	10 minutes	HRMO II
	1.5. Submits to the HRMPSB Chair the second envelope for further evaluation and appraisal of documents	None	10 minutes	Secretariat
	1.6. Evaluates and appraises submitted pertinent documents (Envelope 2)	None	1 day	HRMPSB Chair
	1.7. Conducts of Background Investigation	None	1 hour	HRMO II
2. Attendance to the conduct of Orientation and Tutorial on the Use of EDMODO Application	2.1. Conducts Orientation and Tutorial	None	4 hours	Applicant HRMO II ITO
3. Attendance to the Administration of Online Competency-Based Examination	3.1. Administers Online Competency-Based Examination	None	1 day	Applicant HRMO II ITO
	3.2. Issues of Certification of Points Obtained	None	15 minutes	HRMO II
4. Attendance to the Conduct of Online Open Ranking and Behavioral Event Interview	4.1. Conducts Online Open Ranking and Behavioral Event Interview	None	1 day	HRMPSB Applicant
	4.2. Reviews garnered/obtained points for finalization of summary of ranking	None	5 minutes	HRMO II HRMPSB Applicant
	4.3. Finalizes and submits Summary of Ranking to the Schools Division Superintendent for Approval	None	5 minutes	HRMO II
	4.4. Posts approved Summary of Ranking	None	5 minutes	HRMO II
<b>Total:</b>		<b>None</b>	<b>4 days and 6 hours</b>	

*References:*

*MEC Order No. 10, s. 1979*

*DepEd Order No. 42, s. 2007*

*DepEd Order No. 66, s. 2007*

<b>Office or Division:</b>	Property and Supply Unit
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government To Government
<b>Who may avail:</b>	DepEd employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Delivery receipts	Supplier
2. Inspection and Acceptance report/ Property Transfer Report 3. Requisition and Issuance Slip	Employee/ Property and Supply Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers the textbook and/or equipment together with the receipts	1.1. Receives textbooks and/or equipment from suppliers	None	1 day	Property and Supply Personnel
	1.2. Checks the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to the PO and/or Property Transfer Report of originating office	None	1 day	
	1.3. Inspects, verifies, and approves the receipt of textbooks and/or equipment	None	3 hours	
	1.4. Prepare Inventory Custodian Slip(ICS) and Requisition and Issuance Slip(RIS) for recipient schools	None	1 day	
	1.5. Reviews and approves the ICS/RIS	None	1 day	

	1.6. Informs the Recipient Schools for the distribution of textbooks and/or equipment	None	1 day	Property and Supply Personnel
	1.7. Preparation of distribution list and in coordination with district/schools	None	3 hours	
2. Receive the textbooks and/or equipment by the recipient schools	2.1. Distributes the textbook and/or equipment together with the copy of signed Inventory Custodian Slip	None	1 day	
Note: Additional steps or increase in TAT is due to the geographical challenge in districts/schools		None	<b>6 days and 6 hours</b>	
<b>TOTAL</b>				

References:  
MEE Order No. 10, s. 1995  
DepEd Order No. 42, s. 2007  
DepEd Order No. 18, s. 2007

Receiving and Releasing of Communication and other Documents

<b>Office or Division:</b>		Records Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Public G2B – Government to Private G2G - Government to Government		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Communication		Records Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit official communication/ to the Records Receiving Area	1.1. Receive and check the completeness of communication	None	5 minutes	Receiving personnel Records Officer IV
	1.2. Forward communication and other documents to SDS	None	5 minutes	Records Staff
	1.3. Read and review communication	None	4 hours	SDS
	1.4. Route communications to the concerned office/personnel	None	5 minutes	SDS Staff
	1.5. Act on the communication for ministerial transaction*	None	2 days	Concerned office/person
	1.6. Forward the acted communication to Records Section	None	5 minutes	SDS Staff
2. Client receives communication	2.1. Release the communication	None	5 minutes	Releasing personnel/ Records Officer IV
		<b>TOTAL</b>	<b>2 days 4 hours, 25 minutes</b>	

References:

MEC Order No. 10, s. 1979

DepEd Order No. 42, s. 2007

DepEd Order No. 66, s. 2007

<b>Office or Division:</b>	Records Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Requisition Slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
3. Authorization Letter (1 Copy)		Requesting person		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill out requisition slip form	1.1 Provide client the requisition slip form	None	10 minutes	Administrative Staff (Records)
2.Submit accomplished requisition slip with valid ID or authorization letter with ID of Requesting Party (photo copy) and original ID of the authorized person	2.1 Receive the form, forward to the Administrative Staff; Administrative Staff locates the requested document.	None	4 hours	Administrative Staff (Records)
	2.2 Prepare, print or photocopy the requested document	None	20 minutes	Administrative Staff (Records)
	2.3 Administrative Officer IV review and verify the document and certify true Copy.	None	15 minutes	Administrative Officer IV
3.Receive the requested document	3.1. Release the document to the client.	None	10 minutes	Administrative Staff (Records)
<b>TOTAL:</b>		<b>None</b>	<b>4 hours, 55 minutes</b>	

*References:*

- MEC Order No. 10, s. 1979
- DepEd Order No. 42, s. 2007
- DepEd Order No. 66, s. 2007

<b>Office or Division:</b>	Legal Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government To Government; G2C- Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application indicating the entry/entries to be corrected ( 1 original copy)		Requesting party		
2. Certificate of Live Birth issued by Philippine Statistics Authority (1 original, 1 photocopy)		PSA		
3. Certified true copy of Form 137 or FS 9or Diploma whichever is applicable (1 original, 1 photocopy)		School		
4. Affidavit of Two Disinterested Persons applicable (1 original, 1 photocopy)		Affiants		
5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application		Requesting party		
6. Authorization Letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record		Requesting party		
7. Data Privacy Consent Form		Legal Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 Submit all the required documents and fill out the application form for Correction of Entries in the	1.1 Receives and records to DTS and/or logbook then forward to SDS for	None	10 minutes	Admin Officer IV/Admin Staff (Records)

School Records with consideration to Data Privacy Act	appropriate action.			SDS  Legal Unit personnel/ Legal Officer
	1.2 Refers the documents to Legal Unit	None	10minutes	
	1.3 Check the completeness of all the requirements then prepare the Resolution for correction	None	1 day	

## References:

MEC Order No. 10, s. 1979

DepEd Order No. 42, s. 2007

DepEd Order No. 66, s. 2007



	1.4 Forward to SDS for signature	None	5 minutes	Legal Officer
	1.5 A signed Resolution will be issued by the SDS to the public or private school to change the entries in the school records of the applicant. Then forward to Records Section for releasing of document,	None	1 day	SDS/ SDS Staff
1. Receive a copy of the Order	1.1. Release a copy of the Order to the applicant and to the concerned school	None	10 minutes	Records/ Releasing In-Charge/Admin Staff
<b>TOTAL</b>		<b>None</b>	<b>2 days and 35 minutes</b>	

**Prepared by:**

**DENNIS DONALD L. DORIA**  
Administrative Officer V

**Approved by:**

**SHEILA MARIE A. PRIMICIAS, EdD, CESO V**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent