

## 2. Acceptance of Employment (Non-Teaching and Teaching Related Positions)

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

This service charter outlines the procedures on accepting employment applications for non-teaching and teaching-related positions through online and walk-in applications.

<b>Office or Division:</b>	Office of the Schools Division Superintendent – Personnel Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C (Government to Citizen)	
<b>Who may avail:</b>	All interested applicants	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Standard Requirement</b>		
Letter of Intent addressed to the Head of Office – one (1) original copy	Applicant/Client	
Duly accomplished CSC Form 212 or Personal Data Sheet (Revised 2025) with the latest passport size ID picture and, if applicable, Work Experience Sheet – one (1) original copy	Civil Service Commission (CSC) Website	
Valid and updated PRC License/ID, if applicable – one (1) photocopy	Professional Regulatory Commission (PRC)	
Certificate of Eligibility/Rating – one (1) photocopy	CSC/PRC	
Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees – one (1) Photocopy	School/s attended	
Certificate/s of Training – one (1) photocopy	Applicant/Client	
Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable – one (1) photocopy	Previous/Current Employer/s	
Latest appointment, if applicable – one (1) photocopy	Previous/Current Employer	
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 – one (1) photocopy	Previous/Current Employer	
Other Documents as may be required for comparative assessment, including but not limited to:	Applicant/ Previous/Current Employer	

i. Means of Verification showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development				
ii. Photocopy of Performance Rating obtained from the relevant work experience				
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 – one (1) original copy		DepEd Order No. 7, s. 2023, Annex C / Personnel Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Online Application</b>				
1. Submit complete pertinent documents to the official email address/online portal of the SDO	1.1 Acknowledge receipt of email for online submission	None	10 minutes	Administrative Assistant III/ HRMO Staff
	1.2 Review the submitted documents for completeness	None	1 hour	HRMO Staff/ Administrative Officer IV
<b>Walk-in Application</b>				
1. Submit the complete pertinent documents to the Records Section	1.1 Stamp Receive, issue a receiving copy, and transmit the documents submitted to the Personnel Unit  <i>Note: Inform Client that s/he will be notified of the progress of his/her application</i>	None	30 minutes	Administrative Officer IV/Records Officer, OSDS-Records Section
	1.2 Review the submitted documents for completeness	None	1 hour	HRMO Staff/ Administrative Officer IV
<b>TOTAL (Online Application):</b>		<b>None</b>	<b>1 hour, 10 minutes</b>	
<b>TOTAL (Walk-in Application):</b>		<b>None</b>	<b>1 hour, 30 minutes</b>	

*Note: All interested applicants to vacant positions, whether internal or external to DepEd, upon submission and acceptance of complete mandatory documents for the position applied for on the set deadline, shall be initially evaluated on the basis of applicants' qualification vis-à-vis CSC-approved QS Standards. Applicants shall then be notified accordingly of the results through a written notice served through official communication channels, in consonance with DepEd Order No. 7 s. 2023.*