



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF CAPIZ

Submission of Employment Application (Teaching Related)

Any individual with interest in applying for a position in DepEd, and who is qualified for the position may submit his/her credentials and other requirements.

Office or Division:	Personnel Section			
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				Applicant
2. Letter of Intent for teaching position (1 original)				
3. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (3 original copies)				
4. Certified true copy of Professional Regulation Commission (PRC) Identification Card (1 original)				
5. Certified true copy of ratings obtained in the LET/PBET (1 original)				
6. Service Record, performance rating, and school's clearance for those with teaching experience (1 original)				
7. One (1) Original Copy and Certified true copy of Transcript of Records				
8. Certificate of specialized trainings (1 Photocopy of each, 1 original copy for reference)				
9. Certificate of Employment (1 Original) (if applicable)				
10. NBI Clearance (1 Original Copy)				
11. Certified true copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School and Division Screening Committee (1 original)				
12. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (2 original copies)				Notary Public
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	Within 30 minutes	Client
2. Submit the complete pertinent documents to the school where vacancy regular and/or natural exists	2. Receive and stamp and check completeness of the submitted documents	None	5 minutes	School Head/ Personnel
3. Receive receiving copy of the documents	3. Evaluate the documents submitted by the applicant/s for authenticity and veracity	None	25 minutes	School/District Screening Committee
	1.1. Submit a Soft and Hard copy of the result of pre-assessment at the HR Office through the Records Section	None	5 minutes	School/ District Screening Committee
	1.2. 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
	1.3. Receive the result of the pre-assessment and verify if the applicant registers online	None	10 minutes	HRMO
TOTAL:		None	1 day, 1 hour, 20 minutes	