



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

Submission of Employment Application (Non-Teaching Personnel)

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:	Any person who is eligible for the position			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Application Letter (3 original copies)				Applicant
2. Duly accomplished CSC Form 212 (PDS) with the latest Passport Size ID picture (3 original copies)				CSC Website
3. Performance Ratings for the last 3 rating periods (3 copies)				Applicant
4. Official Transcript of Records (3 photocopies)				School/s attended
5. Certified true copy of PRC professional ID or CSC eligibility (3 copies)				PRC/ CSC
6. Service Record/ Certificate of Employment (3 copies)				Previous/ Current employer
7. Certificate of Participation in Trainings and Seminars (conducted in the Division, Region, National, and/or International) (3 Photocopies each)				Applicant
8. Outstanding Accomplishments (Certificate of Outstanding Employee Award, Innovation, Research & Development Project, Publication/ Authorship, Certificate as Consultant/ Resource Speaker) - (3 photocopies each)				Applicant
9. Certificate as Chair/Co-chair in Technical/Planning Committee (3 copies each)				Applicant
10. Electronic copy of requirements/documents (for online submission)				Applicant
<i>Additional requirement:</i>				
11. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (3 copies)				Notary Public
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete pertinent documents to the Records Unit or Apply here https://depedcapiz.ph/careers.php	1. Stamp Receive, issue a receiving copy, and forward the pertinent documents	None	10 minutes 5 minutes	Records Officer/ ADA VI HRMO/ADAVI
	1.1. Check completeness of documents submitted	None	10 minutes	HRMO/ADAVI
2. Receive application receipt	2. Record application details	None	10 minutes	HRMO/ADAVI
TOTAL:		None	35 minutes (per transaction)	