



**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.

<b>Office or Division:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Any person who is eligible for the position			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
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
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete pertinent documents to the Records Unit or Apply here <a href="https://depedcapiz.ph/careers.php">https://depedcapiz.ph/careers.php</a>	1. Stamp Receive, issue a receiving copy, and forward the pertinent documents	None	10 minutes	Records Officer/ ADA
	1.1. Check completeness of documents submitted	None	5 minutes	VI HRMO/ADAVI
2. Receive application receipt	2. Record application details	None	10 minutes	HRMO/ADAVI
<b>TOTAL:</b>		<b>None</b>	<b>35 minutes (per transaction)</b>	