## **REQUEST FOR SERVICE RECORD**

Who may avail? All Teaching and Non-Teaching Personnel of Alaminos City Division **Requirements:** Latest pay slip **Service schedule:** Office Hours (8:00 - 12:00; 1:00 - 5:00)

| How  | v to avail of the service                                | ?   |  |  |      |                 |
|------|--|---|--|--|------|-----------------|
| Step | Applicant/Client   | Service Provider                                      | Duration of<br>Activity<br>(Under Normal<br>Circumstances) | Person In Charge                               | Fees | Form            |
| 1    | Submit the latest pay slip to the Admin Officer V office | Receive latest pay slip                               | 1 minute   | Angelica Jean D. Garcia/<br>Freddie B. Peralta | None | latest pay slip |
| 2    |  | Update/print the service record                       | 5 minutes  | Angelica Jean D. Garcia                        | None | Service Record  |
| 3    |  | Check and sign the service record                     | 2 minutes  | Freddie B. Peralta/<br>Rosalie R. Sarmiento    | None | Service Records |
| 1 4  | Receive the duly signed ser-<br>vice records             | Release the duly signed service record to the client. | 1 minute   | Angelica Jean D. Garcia                        | None | Service Record  |

## **APPLICATION FOR LEAVE OF ABSENCE**

**END OF TRANSACTION** 

ning and Non-Teaching Personnel of Alaminos City Division Who may avail?

## **Requirements: Maternity Leave**

- '. Letter request of the Teacher/Employee concern
- Indorsement of the Principal/School Head 3. Duly accomplished CS Form 6 (Application for Leave)
- 4. Duly accomplished CS Form 41 with P15.00 documentary stamps (Duly signed by **Gov't.** physician) 5. Clearance from the school
- 6. Data of teacher who is to go on Maternity Leave
- Sick Leave/Personal Leave & Vacation Leave (For less than 5 days)
- . Duly accomplished Application for Leave (CS Form 6), signed by the School Head
- Sick Leave, Personal Leave and Vacation Leave (For 5 days or more) . Letter request of the Teacher/Employee concern
- Indorsement of the Principal/School Head Duly accomplished CS Form 6 (Application for Leave)
- a. Medical Certificate for Sick Leave more than 5 days r more than one month. Vacation Leave and Personal Leave of Absence)
- AD. IT SHOULD BE FILED TWO (1) MONTHS BEFORE THE TRAVEL AND SHOULD BE **INDORSED TO THE REGIONAL OFFICE FOR APPROVAL OF THE REGIONAL DIRECTOR**

## **Service Schedule:** Monday – Friday (8:00 – 12:00; 1:00 – 5:00)

How to avail of the service?

|      |  |  | Duration of<br>Activity         |  |      |  |
|------|--|--|---------------------------------|--|------|--|
| Step | Applicant/Client   | Service Provider   | (Under Normal<br>Circumstances) | Person In Charge                                       | Fees | Form   |
| 1    | Submit documents to the<br>Records Section of the Divi-<br>sion Office     | Stamp documents as received,<br>record in the record book  | Within 2 minutes                | Angelica Jean D. Garcia<br>Administrative Aide VI      | None | Required documents for<br>application for leave of ab-<br>sences |
| 2    | Proceed to the Personnel Sec-<br>tion                                      | Check/Evaluate supporting<br>documents then prepare in-<br>dorsement/ Special Order  | Within 10 minutes               | Freddie B. Peralta<br>AO IV (Personnel & Records)      | None | Required documents for<br>application for leave of ab-<br>sences |
| 3    | Proceed to the<br>Administrative Section for<br>countersigning             | Check/evaluate/sign/<br>countersign the documents<br>then forward to<br>the Office of the Schools<br>Division Superintendent for<br>signature/approval | Within 5 minutes                | Rosalie R. Sarmiento<br>Administrative Officer V       |      | Required documents for<br>application for leave of ab-<br>sences |
| 4    |  | Approval/Signature by the<br>Schools Division Superinten-<br>dent  | 1 day                           | Dr. Danilo C. Sison, CESO VI<br>Schools Division Supt. | None | Required documents for<br>application for leave of ab-<br>sences |
| 5    | Receive copy of the duly ap-<br>proved Application for leave of<br>absence | Release/ collates copy of the documents  | Within 5 minutes                | Angelica Jean D. Garcia<br>Administrative Aide VI      | None | Duly approved/signed Ap-<br>plication for leave of Ab-<br>sence  |
|      |  | E  | ND OF TRANSACTION               |  |      |  |

\*FOR TRAVEL ABROAD, TO BE INDORSED TO THE REGIONAL OFFICE FOR APPROVAL OF THE REGIONAL DIRECTOF **APPLICATION FOR RETURN TO DUTY** 

Teaching and Non-Teaching Personnel of Alaminos City Division who went on leave

## Who may avail? **Requirements:**

- **Maternity Leave** 1.Letter request of the Teacher/Employee concern to return to duty
- 2.Indorsement of the Principal/School Head
- 3.CSC Form #211 with documentary stamp (duly signed by physician) 4.Xerox Copy of certificate of Live Birth of the baby
- Sick Leave/Magna Carta for Women 1.Letter request of the Teacher/Employee concern to return to duty
- 2.Indorsement of the Principal/School Head 3.CSC Form #211 with documentary stamp (duly signed by physician)
- **Personal Leave & Vacation Leave**
- 1.Indorsement of the Principal/School Head 2.Letter request of the Teacher/Employee concern to return to duty

**Service schedule:** Monday to Friday 8:00 – 12:00; 1:00 – 5:00

| Step Applicant/Client |   | Step  | <b>Applicant/Client</b> | Service Provider   | Duration of<br>Activity<br>(Under Normal<br>Circumstances) | Person In Charge  | Fees | Form |
|-----------------------|---|---|-------------------------|--|--|---|------|------|
| 1                     | Submit application for return<br>to duty with the supporting<br>documents duly indorsed by<br>the School Head | Receive the application for re-<br>turn to duty                   | 2 minutes               | Angelica Jean D. Garcia<br>Administrative Aide VI                    | None   | Application for return to<br>duty with supporting docu<br>ments |      |      |
| 2                     |   | Prepare Indorsement/Special<br>Order                              | Within 10 minutes       | Freddie B. Peralta<br>AO IV (Personnel & Records)                    | None   |   |      |      |
| 3                     |   | Check/evaluate/review/<br>countersign documents                   | 5 minutes               | Rosalie R. Sarmiento<br>Administrative Officer V                     | None   |   |      |      |
| 4                     |   | Approval/Signature by the<br>Schools Division Superinten-<br>dent | 1 day                   | Dr. Danilo C. Sison, CESO VI<br>Schools Division Superinten-<br>dent | None   |   |      |      |
| 5                     | Pick-up/Received copy of the<br>duly approved application for<br>return to duty                               | Release/collates the duly ap-<br>proved application to return to  | 10 minutes              | Angelica Jean D. Garcia<br>Administrative Aide VI                    | None   |   |      |      |

Who may avail? Substitute Teachers

- **Requirements:** 1.Copy of Approved Appointment
- 2.Oath of Office 3.Certificate of 1<sup>st</sup> day of Actual Service
- 4. Statement of Asset, Liabilities and Net Worth 5.Form 48

**Service schedule:** Office Hours (8:00 – 12:00; 1:00 – 5:00) How to avail of the service?

| Но   | w to avail of the serv  | vice?   |   |   |      |      |
|------|---|---|---|---|------|------|
| Step | Applicant/Client  | Service Provider  | Duration of Activity<br>(Under Normal<br>Circumstances) | Person In Charge  | Fees | Form |
| 1    | Submit the required<br>Documents to the<br>Accounting Section | Receive the required documents,<br>Prepare vouchers, obligation<br>request and payroll                | 30 minutes  | John Carlo V. Santiago<br>Administrative Assistant III          | None |      |
| 2    |   | Check availability of allotment,<br>check computations then sign<br>the voucher, ObR and payroll.     | 10 minutes  | Nelson R. Nacar<br>Accountant III                               | None |      |
| 3    |   | Approve/sign the voucher and<br>payroll, instruct the clerk to bring the<br>documents to the Cashier. | 1-4 days  | Dr. Danilo C. Sison, CESO VI<br>Schools Division Superintendent | None |      |
| 4    |   | Receive the vouchers with complete supporting documents   | Within 2 minutes  | Arlene R. Beniola<br>AO IV(Cash & Property)                     | None |      |
| 5    |   | Review/Verify documents received  | Within 10 minutes                                       | Arlene R. Beniola<br>AO IV(Cash & Property)                     | None |      |
| 6    |   | Prepare/sign the cheque and ACIC  | Within 30 minutes                                       | Arlene R. Beniola<br>AO IV(Cash & Property)                     | None |      |
| 7    |   | Signing of the cheque and ACIC by the SDS   | 1 to 4 days   | Dr. Danilo C. Sison, CESO VI<br>Schools Division Superintendent | None |      |
| 8    |   | Submit the ACIC to the bank   | Within 1 hour   | Arlene R. Beniola<br>AO IV(Cash & Property)                     | None |      |
| 9    |   | Encash the check on the following day   | Within 2 hours  | Arlene R. Beniola<br>AO IV(Cash & Property)                     | None |      |
| 10   | Sign the payroll, receive the salary/wages                    | Release salaries  | 1 to 2 days   | Arlene R. Beniola<br>AO IV(Cash & Property)                     | None |      |

## **APPLICATION FOR PROVIDENT FUND LOAN**

Requirements

1.Application for loan 2.Payslip

3.Bill of Materials/O.R. (for more than P50,000.00) **Service schedule:** Monday to Friday 8:00 – 12:00; 1:00 – 5:00 How to avail of the service?

| Step | <b>Applicant/Client</b>  | Service Provider  | Duration of Activity<br>(Under Normal<br>Circumstances) | Person In Charge   | Fees | Form |
|------|--|---|---|--|------|------|
| 1    | Submit the application letter<br>together with the supporting<br>documents | Receive the documents, check & verify then affix initial  | 5 minutes   | John Carlo V. Santiago<br><i>Administrative Assistant III</i><br>(For Provident Fund Loan) | None |      |
| 2    |  | Forward to the Administrative Officer<br>for checking and for signature   | 5 minutes   | Rosalie R. Sarmiento<br>Administrative Officer V   | None |      |
| 3    |  | Forward to the ALS EPS for signature  | 5 minutes   | Joesilin B. Pol<br>EPS II - ALS  | None |      |
| 4    |  | Forward to the Schools Division Su-<br>perintendent for signature/approval  | 1 day   | Dr. Danilo C. Sison, CESO VI<br>Schools Division Superintendent                            | None |      |
| 5    |  | Forward to the Office of the Records<br>Officer for transmission to the DepEd<br>Regional Office I (For more than Php<br>50,000-) | 3-5 days  | John Carlo V. Santiago<br>Administrative Assistant III                                     | None |      |

**APPLICATION FOR CLAIMS** 

**End of Transaction** 

Who may avail? All Teaching and Non-Teaching Personnel of Alaminos City Division **Requirements:** 

## Step Increment

- 1.Service Record 2.Latest pay slip
- 3. Copy of appointment of last promotion
- **Terminal Leave Pay**
- 1.Application for payment of Terminal Leave Benefits 2.GSIS Clearance and Voucher of Retirement Pay
- 3.Updated Service Record 4.Clearance 5.Statement of Assets, Liabilities and Net Worth 6.Copy of latest appointment 7.Notice of Salary Adjustment
- 8.Copy of Latest Pay slip

## **Service schedule:** Monday to Friday 8:00 – 12:00; 1:00 – 5:00 How to avail of the services:

| Step | Applicant/Client   | Service Provider  | Duration of Activity<br>(Under Normal<br>Circumstances) | Person In Charge  | Fees | Form |
|------|--|---|---|---|------|------|
| 1    | Submit the application form<br>together with the supporting<br>documents | Receive the documents/record in<br>the Record Book  | 5 minutes   | Angelica Jean D. Garcia<br>Administrative Aide VI               | None |      |
| 2    |  | Forward to the Personnel Division<br>for checking and verification of the<br>documents and preparation of oth-<br>er required documents | 15 minutes  | Freddie B. Peralta<br>AO IV (Personnel & Records)               | None |      |
| 3    |  | Forward to the Administrative Of-<br>ficer V for further checking and for<br>signature  | 10 minutes  | Rosalie R. Sarmiento<br>Administrative Officer V                | None |      |
| 4    |  | Forward to the Schools Division<br>Superintendent for signature/<br>approval  | 1 day   | Dr. Danilo C. Sison, CESO VI<br>Schools Division Superintendent | None |      |
| 5    |  | Return to the Office of the Admin-<br>istrative Officer for transmission to<br>the DepEd Regional Office I                              | 1 day   | Rosalie R. Sarmiento<br>Administrative Officer V                | None |      |

**END OF TRANSACTION** 

Who may avail? All Teaching and Non-Teaching Personnel of Alaminos City Division **Requirements:** 

- 1.Request of Employee/Teacher concern 2.Xerox Copy of Marriage Contract
- 3.Xerox Copy of Appointment (Latest) 4.Indorsement of the School Head/Principal
- **Service Schedule:** Monday to Friday 8:00 12:00; 1:00 5:00
- How to avail of the service?
- StepApplicant/ClientService ProviderDuration of Activity<br/>(Under NormalPerson In ChargeFeesForm

## **END OF TRANSACTION**

Who may avail? All Teaching and Non-Teaching Personnel of Alaminos City Division

## We dream of Filipinos

REGION

who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation. As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

## **APPLICATION FOR CHANGE OF NAME AND STATUS**



We, the officials and employees of the Department of Education, Division of Alaminos City pledge to:

Serve you promptly, efficiently, and with utmost courtesy;

Ensure strict compliance with service standards;

Respond to your complaint about services as soon as possible;

Value every citizen's comments, suggestions, and needs;

Empower the public through 24/7 access to information on our policies, programs, activities and services;







To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

Students learn in a child-friendly, gender-sensitive, safe, and motivating environment.

Teachers facilitate learning and constantly nurture every learner.

Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen

Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

# Feedback and Redress

JULGOUGUUGL

Please let us know how we have served you by doing any of the following:

Send your feedback through e-mail (acdivision@gmail.com) or call us at

Telefax No. (075) 205-00-82; 632-36-71 Talk to our Officer of the Day

If you are not satisfied with our service, your written / verbal complaints shall immediately be attended to by the Officer of the Day at the Public Assistance and Complaints Desk.

THANK YOU for helping us

## **ENROLMENT AT THE DEPED – ALTERNATIVE LEARNING SYSTEM (ALS)**

**END OF TRANSACTION** 

Out-of-School Youth and Adults Who may avail? Schedule of Availability of Service: Year round/continuing

| Step | Applicant/Client            | Service Provider   | Dura<br>(Unde   |
|------|-----------------------------|--|-----------------|
|      |                             | Conduct information-dissemination<br>and advocacy efforts in the different<br>barangays and identify prospective<br>learners | V               |
| 1    | Submit name for inclusion   | Record names of applicants   | wi              |
| 2    | Secure schedule of sessions | Schedule the sessions when the min-<br>imum numbers has been reached   | Depen<br>minimu |
| 3    | Attend sessions             | Conduct learning sessions  |                 |
| 4    | Attend culminating activity | Conduct culminating activity   |                 |

PROVISIONS ON CONTINUING EDUCATION – ACCREDITATION AND EQUIVALENCY SYSTEM (A & E) Who may avail? Out-of-School Youth and Adults

| Sc   | hedule of Availability of S   | ervice:  |   |  |      |      | Submit written application Received Within 10 minutes per   |   |
|------|---|--|---|--|------|------|---|---|
|      | <ol> <li>Monday to Friday</li> <li>8:00 am to 12:00 m</li> <li>1:00 pm to 5:00 pm</li> <li>Weekend (as per set)</li> </ol>  | noon<br>m  |   |  |      |      | <ul> <li>Submit written application</li> <li>with the required documents to<br/>the nearest elementary or<br/>secondary school head</li> <li>Submit the list of applicants<br/>together with their pertinent<br/>documents to the Division Sub</li> </ul> | School Screening Committee<br>(SSC) 2.1 Composition Chair: •<br>School Head Members: • Head<br>Teacher for Core and/or Track<br>subjects as needed based on<br>the school's vacancies • Three<br>(3) teachers from the different<br>learning areas as needed<br>based on the school's |
| Re   | quirement/s:  |  |   |  |      |      | - Committee   | vacancies • President or<br>authorized representative of<br>the School Governing Council  |
| Ph   | x1 colored ID picture (2pcs)<br>otocopy of Birth Certificate<br><b>ow to avail of the service?</b>                          | (BC) or Baptismal Certificate  |   |  |      |      | a. Receives from the School       Screening Committee the list       of applicants with the   | (SGC) or the Parents-Teachers<br>Association (PTA)Chair: • Assistant Schools<br>Division Superintendent<br>(ASDS) Members: • One (1)  |
|      | ow to avail of the scivice:   |  |   |  |      |      | corresponding documents.  | Education Program   |
| Step | Applicant/Client  | Service Provider   | Duration of Activity<br>(Under Normal<br>Circumstances) | Person In Charge   | Fees | Form | b. Verifies the documents<br>submitted by the School<br>Screening Committee as to<br>completeness, accuracy,  | Supervisor/Specialist •Division Chapter President ofNAPSSHI or NASSPHIL •Authorized representative of   |
|      |   | Conduct information-dissemination<br>and advocacy efforts in the different<br>barangays and<br>identify prospective learners | 3 hours/session   | EPS -ALS, LGU Officials, In-<br>structional Managers, ALS Mo-<br>bile Teachers and ALS Coordi-<br>nators |      |      | authenticity, and veracity.<br>c. Evaluates applicants based<br>on the criteria set forth in<br>these guidelines. d. Ensures  | an accredited or recognized<br>teachers' association,<br>organization, or union •<br>Authorized representative of a   |
| 1    | Submit duly accomplished enrol-<br>ment form with required docu-<br>ments (e.g. photocopy of certifi-<br>cate of the birth) | Receive enrolment form and docu-<br>ments and assess/evaluate the edu-<br>cational level attained                            | Within 10 minutes                                       | EPS -ALS, Instructional Man-<br>agers, ALS Mobile Teachers<br>and ALS Coordinators                       |      |      | that applicants are notified at<br>least seven (7) days before the<br>scheduled conduct of<br>evaluation procedures such as<br>Demonstration Teaching,<br>English Proficiency Test, and   | duly-accredited or - recognized<br>organization/industry<br>proficient and knowledgeable<br>in the track/learning area<br>needed based on the school's<br>vacancies (not needed for the   |
| 2    | Undergo assessment/screening<br>test to determine entry level   | Conduct assessment/screening test<br>in basic literacy and functional<br>literacy test (situational analysis)                | 1 hour  | EPS (ALS)  | None |      | Interview. Documentary proof<br>of announcements,<br>notifications, and<br>communications shall be kept.<br>e. Reviews and consolidates<br>the results of the individual  | evaluation of core subject<br>applicants) • One (1) Regional<br>Education Supervisor as<br>Process Observer   |
|      |   | Identify the entry level attained and<br>group clientele/learners according to<br>their literacy level                       | within 30 minutes                                       |  |      |      | ratings of applicants based on<br>the scores they obtain in each<br>criterion for evaluation.   |   |
| 3    | Select schedule of classes most<br>convenient   | Inform schedule of classes   | within 10 minutes                                       | ALS Coordinators<br>Instructional Managers<br>ALS Mobile Teachers  | None |      | f. Prepares separate division-<br>wide RQAs for each core<br>subject and track.<br>g. Sends to each applicant a   |   |
| 4    | Attend sessions   | Conduct learning sessions  | 600 hours   | District ALS Coordinator, IM,<br>ALS Mobile Teachers   | None |      | written communication<br>detailing the scores he or she   |   |
| 5    | Undergo A & E Test  | Conduct A & E Test   | 5 hours   | Bureau of Alternative<br>Learning System Staff<br>(DepEd Central Office)                                 | None |      | has received for each<br>evaluation criterion as well as<br>the final overall rating, signed<br>by the Chair  |   |
| 6    | Check result of A & E Test  | Post results of A & E Test at the De-<br>pEd Office  | within 10 minutes                                       | EPS -ALS, Instructional Man-<br>agers, ALS Mobile Teachers<br>and ALS Coordinators                       |      |      | h. Submits the complete<br>results of the evaluation of<br>applicants, including pertinent<br>records of deliberations to the<br>SDO's Personnel Division.  |   |
| 7    | Attend culminating activity   | Conduct culminating activity for the passers and issue certificate of rating cards.  | 4 hours   | SDS, EPS -ALS, LGU Officials,<br>Instructional Managers, ALS<br>Mobile Teachers and ALS Coor-            |      |      | Receive the list of applicants       Within 10 minutes per         with the corresponding       applicants         documents       Within 1 description   |   |
|      |   |  |   | dinators   |      |      | Review the documents       Within 1 to 2 days         submitted for completeness,       Within 1 to 2 days  |   |
|      |   | END OF TH  | RANSACTION  |  |      |      | accuracy, authenticity and veracity   |   |
|      |   | PROVISION OF SPI   | ECIAL EDUCAT  | ION  |      |      | Evaluate applicants on       Within 1 to 2 days         Education Teaching       Experience, LET/PBET Rating,   |   |
|      |   |  |   |  |      |      | Experiential Learning Course<br>and<br>Specialized Training Skills  |   |
|      |   | offerently-abled pupils/children   | with special needs                                      |  |      |      | 6.     Conduct interview     Within 10 minutes per applicant  |   |
| Sche | edule of Availability of Ser  | vice: School Year Round  |   |  |      |      | 7. Observe and rate     Within 1 day  |   |
| Requ | <b>uirements:</b><br>Birth Certifica  | oto  |   |  |      |      | demonstration teaching of<br>applicants   |   |
|      |   | sical/Psychologist/School Head/  | CSWDO   |  |      |      | 8. Prepare the written     Within 3 days       English Proficiency Test     Within 4 days   |   |
| How  | to avail of the service?  |  |   |  |      |      | <b>RECRUITMENT, EVALUATION, SELECTION AND APPOINTMENT OF OT</b>   | HER TEACHING, RELATED TEACHING AND  |

| Step | Applicant/Client                           | Service Provider  | Duration of Activity<br>(Under Normal<br>Circumstances) | Person In Charge  | Fees | Form |
|------|--|---|---|-------------------|------|------|
| 1    | Submit requirements for assess-<br>ment    | Receive and assess documents  | within 10 minutes                                       | Teacher-In-Charge | None |      |
| 2    | Undergo interview with parent/<br>guardian | Conduct interviews and assess the child's present performance level | within 20 minutes                                       | Teacher-In-Charge | None |      |
| 3    | Proceed to the designated venue            | Accompany the child and parent to<br>the designated venue           | within 10 minutes                                       | Teacher-In-Charge | None |      |
| 4    | Attend classes                             | Conduct classes   |   | SPED Teacher      | None |      |
|      |  | END OF TRAN   | ISACTION  |                   |      |      |

Who may avail of the service?

**RECRUITMENT.** 

Applicant who hold a valid certificate of certification/professional license as teacher from the Professional Regulation Commission (PRC) seeking to be appointed to a Teacher I position

requirements of the evaluation selection applied by the School Division Bonafide resident of a particular barangay, municipality, city or province for at least six months who declared himself/her

resident of a particular barangay, municipality, city or province in the Personal Data Sheet List of candidate who obtained an overall score of fifty (50) points and above based on the criteria provided in the hiring gu

lines during the evaluation and screening by a School Division Schedule of Availability of Service January 15 to March 15 - Filing of application March 16-31

Interview of applicants Ranking of applicants Submission of Rank List to the Schools Division Superintendent to be posted in conspicuous places

**Requirements for Applicants:** Applicant letter

April 1-15

April 16-30

CSC Form 212 (revised 2005) in 2 copies with the latest 2x2 ID picture with name tag Certified photocopy of the PRC Certificate of Registration/License Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Tea Certified copies of Transcript of Records for baccalaureate course Copies of the service record, performance rating and school clearance for those with teaching experience Certificate of specialized training, if any

uration of Activit der Normal Circu Person In Charge within 2 hours within 30 minutes pends on attainment of imum number required Barangay official concerned None Mobile Teache 800 hours District ALS Coordinators Instructional Managers 4 hours

## RECRUITMENT, EVALUATION, SELECTION AND APPOINTMENT OF TEACHER POSITION FOR SENIOR HIGH SCHOOLS

Applicant who hold a valid certificate of certification/professional license as teacher from the Professional Regulation Commission (PRC) seeking to be appointed to a Teacher I position Qualified applicant who is with a valid professional license issued by the Professional Regulation Commission and who meets the requirements of the evaluation selection applied by the School Division Bonafide resident of a particular barangay, municipality, city or province for at least six months who declared himself/herself as a resident of a particular barangay, municipality, city or province in the Personal Data Sheet List of candidate who obtained an overall score of fifty (50) points and above based on the criteria provided in the hiring guidelines

**Requirements for Applicants:** 

**Applicant/Client** 

Applicant letter

Who may avail of the service?

CSC Form 212 (revised 2005) in 2 copies with the latest 2x2 ID picture with name tag

Certified photocopy of the PRC Certificate of Registration/License d photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring

**Duration of Acti** 

(Under Normal

Person In Cha

Certified copies of Transcript of Records for baccalaureate course Copies of the service record, performance rating and school clearance for those with teaching experience

Certificate of specialized training, if any ertified photocopy of Trainers Methodology Certificate (TMC), if available

during the evaluation and screening by a School Division

Certification of Proficiency/Recognition from recognized and respectable relevant as

Service Provider

EVALUATION, SELECTION AND APPOINTMENT OF TEACHER I POSITION IN PUBLIC ELEMENTARY AND **JUNIOR HIGH SCHOOLS** 

Qualified applicant who is with a valid professional license issued by the Professional Regulation Commission and who meets the

**NON-TEACHING PERSONNEL** 

Who may avail of the service? Guidance Coordinators and other teaching and related teaching personnel except School Heads – Principals and Head Teachers; and all Non-Teaching Personnel

Fees: None Requirements for Applicants:

Copies of performance ratings for the last three rating periods

Certification of experience/s related to the position to be filled Certified photocopy of outstanding accomplishments

Outstanding Employee Award Innovations

Publications/Authorship

Consultancy/Resource Speaker in Trainings/Seminars Certified photocopy of Transcript of Records

ertificate of trainings in education

Certificate of Specialized Training like Journalism, Sports, Music & Arts, Theater Arts, ICT, Multi- grade Teaching Certificate of Participation as Chairperson/Co-chair in a technical/planning committee

## How to avail of the service?

| erself as a | Step | Applicant/Client   | Service Provider   | Duration of Activity<br>(Under Normal<br>Circumstances) | Person In Charge  | Fees | Form |
|-------------|------|--|--|---|---|------|------|
| guide-      |      | Watch for published vacant positions in the CSC Bulletin | 1. Published vacant positions in the Civil<br>Service Commission (CSC) Bulletin of<br>vacancies or other modes of publication<br>in the DepEd Office | Within 10 minutes per<br>pupils                         | Human Resource Management Officer/<br>Personnel Officer |      |      |
|             |      |  | 2. Announce vacant positions to be filled<br>in at least 3 conspicuous places in the<br>DepEd offices or schools                                     | 10 calendar days  |   |      |      |
|             |      |  | 3. List of applicants for the vacant position both   |   |   |      |      |
|             |      |  | inside and outside of DepEd offices/<br>schools  |   |   |      |      |
|             |      |  | 4. Prepare selection line-up reflecting the qualifications of all applicants   |   |   |      |      |
| eachers     |      |  | 5. Post selection line- up in 3<br>conspicuous places in the DepEd offices /<br>schools indicating the date of posting                               | 10 calendar days  |   |      |      |
| Seachers    |      |  | 6. Notify all applicants of the outcome of the preliminary evaluation  |   |   |      |      |
|             |      |  | 7. Submit the selection line-up to the<br>Personnel Selection Board / Committee<br>for deliberation en banc  |   |   |      |      |