



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

14 January 2026

Regional Memorandum
 No.30 s.2026

**ANNOUNCEMENT OF VACANCIES FOR EDUCATION
 PROGRAM SUPERVISOR, ATTORNEY III,
 ADMINISTRATIVE OFFICER I (CASHIER I),
 DRAFTSMAN II AND ADMINISTRATIVE
 AIDE IV (CLERK II) POSITIONS**

To **Regional Office Officials and Employees
 Schools Division Superintendents
 All Others Concerned**

1. This is to announce vacancies in the Regional Office for positions listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 594)	No. of Position /s	Place of Assignment
Education Program Supervisor	OSEC-DECSB-EPSVR-270017-2010	22	P78,162.00	2	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
	OSEC-DECSB-EPSVR-270014-2010				
Attorney III	OSEC-DECSB-ATY3-270001-2021	21	P70,013.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Officer I (Cashier I)	OSEC-DECSB-ADOF1-270004-2015	10	P25,586.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan



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Certificate No. PHP QMS
 22 93 0085

					Village, Cainta, Rizal
Draftsman II	OSEC- DECSB- DFM2- 270008-2015	8	P21,448.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Aide IV (Clerk II)	OSEC- DECSB- ADA4- 270535-2004	4	P16,833.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

2. The Qualification Standards (QS) of said positions are as follows:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in education or other relevant degree Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080 (Teacher)
Attorney III	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)
Administrative Officer I (Cashier I)	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Draftsman II	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trad e course (prior to 2018), or Completion of Grade 12/Senior High School under Technical- Vocational-	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 11, s 1996, Cat. II), Career Service (SubProfessional)/ First Level Eligibility

	<p>Livelihood Track,</p> <p>or</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p>			
Administrative Aide IV (Clerk II)	<p>Completion of 2 years of studies in college (prior to 2018),</p> <p>or</p> <p>Completion of Grade 12/Senior High School (starting 2016)*</p> <p>*In light of the SHS Modeling Program which was implemented as early as SY 2014-2015 (per CSC Resolution No. 2500229, promulgated 06 March 2025)</p>	None required	None required	Career Service (SubProfessional) /First Level Eligibility

3. Below are the duties and responsibilities of the abovementioned positions:

Position/Division	KRAs/Duties and Responsibilities
Education Program Supervisor/ Quality Assurance Division	<p>Quality Assurance Standards and Policy Formulation & Adoption</p> <ul style="list-style-type: none"> Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as inputs for the development and adjustments of the Regional QAM&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS). Designs QA-M&E processes and tools to operationalize the QMS framework of the region

tools in assessing the performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers).

- Organizes the formation, training and practice of M&E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems.
- Facilitates group processes for the review of existing national standards for its localization as appropriate to the region.
- Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes.
- Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region.

Progress M&E

- Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g. Regional Monitoring, Evaluation, and Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement.
- Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division.
- Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards.
- Prepares M&E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions.

- Monitors and assess implementation of national and regional programs and projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of program/project goals and objectives.

Results M&E

- Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators.
- Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes.
- Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges □ Prepare the regional and compliance to educational quality standards.
- Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school.
- Identify, gather data/research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.

Coordination with Other RO Units

- Assists Chief of QAD in communicates M&E results to concerned FDs/Units and schools division management teams.

	<ul style="list-style-type: none"> • Participates in designing and crafting REDP that will set the strategic directions for the region. • Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region. <p>Technical Assistance</p> <ul style="list-style-type: none"> • Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region’s provision of technical assistance. • Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region. <p>Unit Performance</p> <ul style="list-style-type: none"> • Describes accurately the functions performed and submits promptly performance reports to Chief of QAD. • Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit. • Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit.
<p>Education Program Supervisor/ Human Resource Development Division</p>	<p>HR Strategic Plans and Policies</p> <ul style="list-style-type: none"> • Assists the Chief in conceptualizing, developing and implementing HRD framework, strategic plan and policies and localizing mechanisms of HRD systems to guide region and schools division in managing and developing its human resources. • Conduct needs assessment, research and benchmark studies as basis for regional policy recommendations towards improving the management and development of the region’s human resource. <p>Search, Recruitment, Selection and Placement</p> <ul style="list-style-type: none"> • Monitor the schools divisions in their implementation of policies,

guidelines, standards and processes on search, recruitment, selection and placement of human resource development, towards systems adjustment and establishing effective national and localized policies to ensure hiring of the right person for the right job.

- Design process and tools to gather data on newly placed personnel's situation and performance in his/her new job to identify development needs (first 90 days on the job).
- Design processes and seminars for orienting new employees-to the organization, to the job and his/her duties and responsibilities, and to his/her salary and benefits.
- Design processes and tools to monitor the conduct of orientation of new employees.

Professional and Career Development

- Provide inputs to the development and production of brochures, pamphlets, peripherals, and advocacy materials for NEAP in the region to create awareness and in availing of its products and services.
- Develop and implement strategies to identify and address organizational and individual professional and career development needs as input to the HRD development plan and for designing interventions.
- Define and update Competency Models for the various job groups in the region to ensure relevant development tracks.
- Assess professional and competency development needs of employees against the Competency Models of current or desired positions as basis for his/her development track.
- Design Curriculum Programs for the various job groups of the region to provide a road map of development programs to be taken by incumbents to ensure the development of required competencies.
- Prepare and offer to the region and schools division a Calendar of

Training and Development Programs (Annual) to be conducted by the regional NEAP, as basis for planning their attendance to various development courses in their track.

- Provide continuous and relevant professional development initiatives as needed, to enhance the competence of regional personnel towards effective and efficient delivery of quality services.
- Coordinate, conduct, training programs according to its design and budget. and evaluate such programs periodically.
- Continuously search for scholarship opportunities for personnel in the region.
- Screen and identify potential participants to scholarship programs (local and international) and conduct orientation to the awardees, to level expectations from the grant provider as well as the organization.
- Design professional and career development programs and prepare training packages that are needsbased, learner-centered, performance and results oriented as well as cost-effective offerings to the regions and schools division human resource.
- Encode and utilize training and development records and reports from the Training and Development Information System (TDIS) for efficient retrieval of information and availability of such data.
- Support the Region and the Schools Division in identifying and drawing Career Paths for teaching and non-teaching positions.

Successions

- Operationalize the system for identifying candidate pools for critical positions in the region and schools divisions towards the preparation of a succession plan.
- Design and implement Leadership Development interventions for high-potential candidates for vacated leadership positions.

- Monitor the implementation of Retirement Programs for employees.

Performance Management

- Review the Performance Management System and Guidelines and Rewards and Recognition Programs to recommend mechanisms for localizing systems, policies and guidelines to adapt the systems to the situation in the region and align to its development directions while ensuring consistency with the national policies and standards.
- Design and Conduct Performance Management System orientation and training of managers and staff to ensure proper implementation.
- Design information materials and conduct orientation on National and Regional Rewards and Recognition Programs to ensure proper implementation and positive impact on the performance of individuals.
- Assess Regional and Schools Division implementation of the performance management system, rewards and recognition programs to recommend systems adjustments and continuous improvement towards developing effective and high performing individuals and organization.

Employees Welfare

- Develop and manage Employee Welfare Strategies.
- Conduct studies to identify the needs of employee groups according to life and career stage, gender, work conditions, etc. as basis for employee welfare programs.
- Recommend enhancements to recognition and reward programs to maintain applicability and relevance.
- Recommend employee welfare adjustments based on changes in employment laws and legislations pertinent to compensation, housing programs, health,

	<p>cooperatives, etc. as basis for recommendations.</p> <ul style="list-style-type: none"> • Publish relevant issuances and other documents on personnel management (Personnel handbook of information). <p>Technical Assistance</p> <ul style="list-style-type: none"> • Work with a cross-functional team of ES to identify the needs of an assigned cluster of schools division as basis for the region's provision of technical assistance. • Work with the HRD functional division team to identify and provide HRD interventions to respond to HRD related concerns of the schools divisions in the region.
<p>Attorney III/Office of the Regional Director-Legal Unit</p>	<p>Impartial, Evidence-Based, Speedy Disposition of Complaints and Case (inclusive private school matters)</p> <ul style="list-style-type: none"> • Evaluates and makes recommendations on complaints. • Evaluates and makes recommendations on matters/issues involving private schools. • Conducts preliminary/fact finding investigation in sensitive and complex complaints, including matters concerning private schools. • Appears in hearings/proceedings for the prosecution of administrative cases. • Prepares resolution, formal charge, decision comment for cases on appeal and other pleadings. • Drafts decisions and other actions on complaints filed against private schools. <p>Effective and Efficient In-House General Legal Services</p> <ul style="list-style-type: none"> • Prepares legal opinion, interpretation and/or advice on laws, rules and regulations, and policies concerning the Department. • Prepares /Recommends relies or actions on legal matters. • Drafts/Reviews contracts, agreements and other legal instruments. • Drafts motions for reconsiderations or other actions

on cases within its functional and administrative jurisdiction.

- Assists in cases handled by the Office of the Solicitor General.
- Appears in tribunals and administrative bodies in behalf of RO/SDO.

Regular Monitoring and Timely Submission of Reports on Matters which are Required by Law

- Assists the Attorney IV in ensuring the timely submission of reports as may be required by laws and rules.
- Assist the Attorney IV in representations and coordination tasks for the Legal Unit.

Legal Service to SDOs without Attorney III positions/appointees

- Similarly renders in the SDO the foregoing duties and responsibilities (in the RO) to ensure the impartial, evidence-based and speedy disposition of complaints and cases, and effective and efficient in-house legal service, within the functional and administrative jurisdiction of the SDO.
- Assists Formal Investigating Committees during the Formal Investigation (act as amicus curiae), as requested.
- Evaluates requests for clearance and certification on pendency and non-pendency of administrative case.
- Assists the Office of the Schools Division Superintendent in safeguarding the Department's right and interests on school sites.
 - Coordinates with CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of school sites.
 - Prepares/Reviews documents pertaining to school site (e.g., Deed of Donation, Usufruct, Sale; Title, Tax Declaration).
 - Coordinates with appropriate authorities for issues/concerns relating to school sites.

	<ul style="list-style-type: none"> ○ Conducts ocular inspection on school sites to validate issues and concerns. ● Assists the OSDS in the timely submission of report on matters which are required by laws and rules. ● Leads and manages the work of the SDO Legal Unit. Plan/Organize the work of the Legal Unit (WFP and APP), as may be applicable. ● Performs other tasks as may be assigned by the SDS.
<p>Administrative Officer I (Cashier I)/Administrative Services Division-Cash Section</p>	<p>Policies and Guidelines</p> <ul style="list-style-type: none"> ● Provide feedback and suggestion to Cashier III for improvements in the implementation of policies and procedures on cash management and cash safety. <p>Cash Collection</p> <ul style="list-style-type: none"> ● Receive and take custody of all cash funds, checks/validates entries in cash registry to verify accuracy and classify receipts by accounts to facilitate reporting. ● Record in cash registry book all types of collection made as basis for cash collection cash reports. ● Turn over to Cashier III, cash collection and report on a daily basis. ● Records and prepare advice of checks issued and cancelled as basis for cash reports. ● Prepare and submit to Cashier III, report on cash inflow to the account of the RO to monitor cash availability for disbursement. ● Implement control procedures to safeguard cash funds. <p>Disbursement and Remittances</p> <ul style="list-style-type: none"> ● Checks records of cash disbursements and reconciliation with cash books to validate accuracy as basis for reports. ● Record check issuances and disbursements made and submit report on a daily basis to monitor bank balance. ● Controls and releases approved checks to DepEd creditors. ● Prepare documents for premiums and contribution.

	<ul style="list-style-type: none"> Records cash outflow and cash balance on a daily basis to monitor cash availability. <p>Salaries and Wages</p> <ul style="list-style-type: none"> Assist Cashier III in negotiating bank transactions such as encashment of payroll, bank deposits and bank withdrawals. Verify salaries, overtime pay and traveling expenses vouchers. Assist Cashier III in undertaking payroll distribution and other disbursements. <p>Reports</p> <ul style="list-style-type: none"> Replenish accountable forms (such as official receipts, petty cash vouchers and the like) and turn over forms with replenishment report to Cashier III for safekeeping. Prepare draft collection and deposit reports for Cashier III. Prepare draft report of checks issued and cancelled for Cashier III.
<p>Draftsman II/Education Support Services Division (ESSD)</p>	<p>Drawings and Blueprints</p> <ul style="list-style-type: none"> Prepare drawings and blueprints of educational facilities to be constructed, repaired or renovated to guide construction work. <p>Physical Facilities Cost Estimates</p> <ul style="list-style-type: none"> Prepare cost estimates of educational physical facilities to guide resource allocation and procurement. Assist in gathering data and providing support documents to validate local costing of submitted bid documents on physical facilities.
<p>Administrative Aide IV (Clerk II)/Administrative Services Division-General Services Unit</p>	<p>Messengerial and Photocopying</p> <ul style="list-style-type: none"> Bring memos, documents to offices as assigned by the office Administrative Assistant. Photo copy and collate documents as needed. <p>Maintenance of RO Grounds and Facilities</p> <ul style="list-style-type: none"> Conduct daily ground and landscape maintenance inspection using an inspection checklist and submits such to AA III.

	<ul style="list-style-type: none"> • Conduct daily office, building and facilities maintenance inspection checklist accomplished. • Collect data on utilities usage on a monthly basis and submit to AA III for analysis <p>Driving</p> <ul style="list-style-type: none"> • Drive the service vehicle to destinations as directed by Chief AO/ AO IV. <p>Vehicle Maintenance</p> <ul style="list-style-type: none"> • Keep the service vehicle in good condition and performs trouble shooting and maintenance activities as needed • Recommend repair or replacement of damaged parts to AO IV and follow up to ensure vehicle serviceability at all times. • Prepare/encode fuel and oil consumption and distance traveled and submits report to AO IV. <p>Recording</p> <ul style="list-style-type: none"> • Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant. • Record and release documents for other offices as instructed by the Administrative Assistant. <p>Communication</p> <ul style="list-style-type: none"> • Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff.
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4. Interested qualified applicants are required to register via <https://career.depedcalabarzon.ph> by selecting the position being applied for, and **upload the scanned documents in a compressed PDF file up to 100mb only**, arranged as follows:

- a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit;
- b. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed which can be downloaded at www.csc.gov.ph;
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility/Rating, if applicable;

- f. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
 - g. Photocopy of Certificate/s of Training attended;
 - h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - i. Photocopy of latest appointment, if applicable;
 - j. Photocopy of the 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;
 - k. 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, notarized by authorized official; and
 - l. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
5. **Applicants who failed to submit complete mandatory requirements (Items 4.a to 4.j) on the set deadline shall not be included in the pool of official applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 4.k) shall not warrant exclusion from the pool of official applicants.
6. **Enclosures No. 4 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions, and No. 5 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order 7, s. 2023** shall be used in the evaluation of documents for said positions.
7. Applicants must ensure that their documents are complete, and accurate.
8. **Application documents shall be accepted until January 28, 2026. Only complete application documents** submitted until the set deadline shall be entertained. Late documents shall not be accepted. **Applicants are advised to use google account as email address.**
9. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
10. Wide and immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incls.: As stated

(Inclosures to Regional Memorandum dated January 14, 2026)

ASSESSMENT PLAN

Education Program Supervisor

Plantilla Item No.: OSEC-DECSB-EPSVR-270017-2010

Education Program Supervisor

Plantilla Item No.: OSEC-DECSB-EPSVR-270014-2010

Attorney III

Plantilla Item No.: OSEC-DECSB-ATY3-270001-2021

Administrative Officer I (Cashier I)

Plantilla Item No.: OSEC-DECSB-ADOF1-270004-2015

Draftsman II

Plantilla Item No.: OSEC-DECSB-DFM2-270008-2015

Administrative Aide IV (Clerk II)

Plantilla Item No.: OSEC-DECSB-ADA4-270535-2004

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	January 14 to 28, 2026	n/a
Last day of receiving of application	Secretariat	January 28, 2026 (Wednesday)	n/a
Initial assessment/screening of applications	AO IV	January 29 to February 10, 2026 (Thu-Tue)	9
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	February 11, 2026 (Wednesday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	February 12 to 18, 2026 (Thu-Wed)	5
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	February 19 to 26, 2026 (Thu-Thu)	6
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/Secretariat	February 19 to 26, 2026 (Thu-Thu)	
Check the Written examination and Skills or Work Sample Test	HRMPSB/End-user (Chief)	February 27 to March 3, 2026 (Fri-Tue)	3

HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	March 4-6, 2026 (Wed-Fri)	3
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	March 9-10 2026 (Mon-Tue)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	March 11, 2026 (Wednesday)	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	March 12-13, 2026 (Thu-Fri)	2
Email signed CAR to applicants for information and acknowledgment	AO IV	March 16, 2026 (Monday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	March 17, 2026 (Tuesday)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	March 18-19, 2026 (Wed-Thu)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	March 20, 2026 (Friday)	1

Total

37

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit			
b. Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act			
c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph			
d. Photocopy of authenticated CSC Certification of Eligibility (for Career Service Professional or Sub-Professional)/Photocopy of the updated PRC ID License (must be certified true copy by the PRC)			
e. Detailed IPCRF (duly signed) – for 3 consecutive years, if applicable			
f. Updated Service Record signed by authorized official, if applicable			
g. Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from the private company and those on a Job Order or Contract-of-Service status			
h. Photocopy of last appointment, if applicable			
i. Photocopy of authenticated Transcript of Records including graduate/post-graduate and/or authenticated Certification on CAR by the School Registrar or School Authorized Official			
j. Copy of Certificates of Training attended (must be relevant to the position being applied for, and not credited during the last promotion)			
k. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONTENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.