



F. Personnel Section

1. Acceptance of Employment Application (walk-in)

Individuals interested in applying for a position in DepEd may submit their requirements for evaluation.

Office or Division:	Records Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C) Government to Government (G2G)			
Who may avail:	Interested applicants to DepEd vacant positions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Application Letter addressed to the Office of the Regional Director (1 Copy)		Applicant		
2.Duly notarized Personal Data Sheet (1 Original Copy)		CSC Website		
3.Government Issued ID (1 Photocopy)		Applicant		
4.Authenticated Copy/Certified True Copy of Eligibility (1 Original Copy)		PRC		
5.Transcript of Records (1 Photocopy of the latest)		School/s attended		
6.Performance Ratings for the last 3 semesters (1 Photocopy) *1 Performance Rating is equivalent to 6 months		Previous/Current employer		
7.Certificate of Trainings and Seminars attended (1 Photocopy each)		Training provider/s		
8.Documentation of Outstanding Accomplishments (1 Copy)		Applicant		
9.Electronic-copy of requirements in flash drive		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1. Stamp receive application documents and release receiving copy; advise that client will be contacted for further info	None	10 minutes	Records Section
TOTAL:		None	10 minutes	