

## 2. Acceptance of Employment Application for Teacher I Position (online)

Due to the COVID-19 pandemic, schools have provided teacher-applicants an online option where complete application requirements may be submitted, for onward submission to the Schools Division Office for evaluation and assessment.

<b>Office or Division:</b>	Schools			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Teachers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Teacher-applicants are requested to bring both original/CTC and photocopies of each requirement.				
1.	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 ( <i>Data Privacy Act of 2012</i> ), using the attached form ( <i>Annex C</i> ), notarized by authorized official		SDO Personnel Unit	
2.	Letter of intent addressed to the Head of Office		Applicant	
3.	Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (3 original copies)		Form from CSC Website/ SDO	
4.	Photocopy of valid and updated PRC License/ID <sup>1</sup> , if applicable		Applicant	
5.	Photocopy of Certificate of Eligibility/Rating <sup>2</sup> , if applicable		Applicant	
6.	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 available		Applicant	
7.	Photocopy of Certificate/s of Training, if applicable		Applicant	
8.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable		Applicant	
9.	Photocopy of latest appointment, if applicable		Applicant	
10.	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		Applicant	
<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 requirements	1.1 Download submitted documents	None	15 minutes	School Screening Committee
	1.2 Check documents for completeness, accuracy, veracity and authenticity of and fill out checklist	None	40 minutes	School Screening Committee

	1.3 Prepare certification	None	5 minutes	School Screening Committee
	1.4 Sign the certification	None	5 minutes	School Head
2. Acknowledge email	2.1 Inform applicant of next steps via email, i.e. school will submit documents to SDO and SDO will contact applicant for updates; attach copy of e-signed checklist and certification	None	5 min	School Screening Committee
<b>Total</b>		<b>None</b>	<b>1 hour, 10 minutes</b>	