

SCHOOLS – EXTERNAL SERVICES

1. Acceptance of Employment Application for Teacher I Position (walk-in)

Teacher-Applicants may submit their complete application requirements to the school, for onward submission to the Schools Division Office for evaluation and assessment.

Office or Division:	Schools			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Teachers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
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 ¹ , if applicable		Applicant	
5.	Photocopy of Certificate of Eligibility/Rating ² , 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	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Check documents for completeness, accuracy, veracity and authenticity of and fill out checklist	None	40 minutes	School Screening Committee
	1.2 Prepare certification	None	5 minutes	School Screening Committee

	1.3 Sign the certification	None	2 minutes	School Head
2. Receive copy of checklist and signed certification	2.1 Issue a duly verified and attested checklist and certification of requirement to the applicants	None	7 minutes	School Screening Committee
	2.2 Inform applicant of next steps, i.e. school will submit documents to SDO and SDO will contact applicant for updates	None	6 minutes	School Screening Committee
Total		None	1 hour	