



**Republic of the Philippines**  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Course: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

	<b>Basic Documentary Requirement</b>	<b>Status of Submission</b> <i>(To be filled-out by the applicant; Check if submitted)</i>	<b>Verification</b> <i>(To be filled-out by the HRMO)</i>	
			<b>Status of Submission</b> <i>(Check if complied)</i>	<b>Remarks</b>
(a)	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
(b)	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet			
(c.1)	Photocopy of Certificate of Eligibility/Report of Rating			
(c.2)	Photocopy of valid and updated PRC License/ID, if applicable			
(d)	Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(e)	Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable			
(f)	Photocopy of Certificates of Training, if applicable			
(g)	Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable			
(h)	Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act (Annex C)			
i)	Checklist of Requirements (Annex C)			
Other documents as may be required:				
(j.1)	Photocopy of Latest Appointment, if applicable			
(j.2)	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
(j.3)	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			
(j.4)	Others (please specify):			

**OMNIBUS CERTIFICATION AND WAIVER**

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education - *Division of El Salvador City* to use my personal information for purposes of recruitment, selection, and hiring.

\_\_\_\_\_  
Name and Signature of Applicant

Attested by:

**JEFFREY M. MARTINEZ**

Administrative Officer V

