



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 23 2023

MEMORANDUM

No. 119, s. 2023

**RECRUITMENT, EVALUATION, AND SELECTION FOR TEACHER
POSITIONS FOR SCHOOL YEAR 2023-2024**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. The Schools Division of Muntinlupa through the Human Resource Merit and Promotion Selection Board and Division Screening Committee announces the schedule of the different activities relative to the Recruitment, Evaluation, and Selection for Teacher I Positions for SY 2023-2024 in reference to DepEd Order No. 007, s. 2023.

2. All School Screening Committees are encouraged to inform all interested and qualified teacher applicants **for Kindergarten, Elementary, Junior High School, and Senior High School.**

3. It is the policy of the Department of Education to strictly adhere to the principles of merit, competence, fitness, equal opportunity, transparency, and accountability. Consistent with this policy, SDO-Muntinlupa City applies a non-discrimination principle that allows anyone to apply for a position, irrespective of age, sexual orientation, gender identity, civil status, disability, region, ethnicity, or political beliefs. During the recruitment, screening, selection, and appointment process, utilization of auxiliary aid services is highly encouraged.

4. **ALL applications should be submitted to the schools within the division. Likewise, applicants are advised to submit one (1) application only. As there will only be one Comparative Assessment Result - Registry of Qualified Applicants.**

5. Elementary Schools shall only accept teacher-applicants with areas of specialization in pre-school and elementary. Applications for secondary-level specialization must be submitted to either Integrated or Secondary schools. As per guidelines, teacher-applicants should only apply in their respective fields or area of specialization.





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6. All interested applicants shall submit the following documentary documents to the school committees not later than **June 5, 2023 – 12:00 NN**, to be fastened in a long folder with earmarks, arranged as listed below:

- 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 PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating if applicable;
- e. 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;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. 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;
- j. 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 RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOV's) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuances of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.

7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification. No additional documents shall be accepted beyond the deadline.

8. The Administrative Officer II/HR in-charge must fill up the form at <https://tinyurl.com/Teacher-I-App-SY2023-2024> following the hard copy of the pertinent documents to the Schools Division-Personnel not later than June 6, 2023 – 12 NN. NO name of the applicant in the form at the given link will not be accepted.





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9. Public school teachers requesting for transfer to another assignment are not considered new applicants and should not, therefore, be subjected to these hiring guidelines. However, they need to comply with the guidelines for transferring from one station to another.

10. The School Screening Committee shall receive, verify, and certify all documents' completeness, veracity, accuracy, and authenticity. Likewise, it issues certification to each applicant that it has received the application. The Committee shall immediately notify the applicant of the lacking documents.

11. Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 007, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, " to wit:

CRITERIA	MAXIMUM POINTS POSSIBLE
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demo Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
TOTAL:	100

12. As provided in Sec 26 (b) Paragraph 2 of RA 9293 entitled "An Act Amending Certain Sections of the Republic Act Numbered Seventy-eight Hundred and Thirty-six (RA 7836), otherwise known as the Philippine Teachers Professionalization Act of 1994," teachers who have not practiced their profession for the past live (5) years shall be required to take at least twelve (12) units in education courses, consisting of at least six (6) units of content courses.

13. Following pertinent rules and regulations and guided by the CAR-RQA, in the exercise of sound discretion, the undersigned as Appointing Authority, shall select, insofar as practicable, the candidate deemed most qualified for appointment.

14. The CAR-RQA shall be valid for one (1) school year reckoning from issuance. However, the Schools Division Office may call for another recruitment if the CAR-RQA is already exhausted.





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15. Immediate and wide dissemination of the Memorandum is earnestly desired.


EVANGELINE P. LADINES CESO Y
Schools Division Superintendent

Encls:

Enclosure No. 1 - CSC Minimum Qualification Standards

Enclosure No. 2 - Composition of Selection Committees

Enclosure No. 3 - Schedule of Recruitment Activities

Enclosure No. 4 - Checklist of Requirements with Omnibus Certification and Waiver *(to be accomplished by the applicants)*

Enclosure No. 5 - Personal Data Sheet (CSC Form 212 Revised 2017) *(to be accomplished by the applicants)*

Enclosure No. 6 - Work Experience Sheet *(to be accomplished by the applicants)*

References:

DepEd Order No. 07, s. 2023 - Guidelines on Recruitment, Selection, and Appointment in the Department of Education

To be indicated in the Perpetual of Index
under the following subjects:

EVALUATION
SELECTION

RECRUITMENT
HIRING

HR-SB/ MEMO/ 119 / May 15, 2023

NUM-2023-119



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdo.muntinlupa@gmail.com





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Enclosure No. 1

QUALIFICATION STANDARDS

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
ELEMENTARY	TEACHER I	15	11	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)

LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
TUNASAN NATIONAL HS	TEACHER I (JUNIOR HS)	3	11	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)
MUNTINLUPA NATIONAL HS	TEACHER I (JUNIOR HS)	1					
PEDRO E. DIAZ HS	TEACHER I (JUNIOR HS)	2					





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LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	TEACHER I (HUMSS) ENGLISH	1	11	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required
	Teacher II - TVL	12	12	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	At least NC* II +TMC** I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required





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LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	Teacher II - STEM	10	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required
	Teacher II - SPORTS	7	12	Bachelor's degree with a major field(s) under the Track; or any Bachelor's Degree plus 15 units of specialization in fields under the Track	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Strand	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required





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LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	Teacher II - ABM	10	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required
	Teacher II - HUMSS	15	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required





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LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	Teacher III - GAS	1	13	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required
	Teacher III - STEM	3	13	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required





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LEVEL/ SCHOOL	Position Title	Available Item/s	Salary Grade	(Education) Entry Requirement	(Experience) Entry Requirement	(Training) Entry Requirement	(Eligibility) Entry Requirement
SENIOR HIGH SCHOOL	Teacher III - TVL	1	13	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible ² , they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part -time only): None required





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Enclosure No. 2

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
DIVISION COMMITTEE (HRMPSB)**

Chairperson: DR. NERISSA ROXAS-LOMEDA

Members: Ms. Ma. Regaele A. Olarte

Ms. Noemi A. Valdez

Ms. Angela M. Francisco

Atty. Erness Faith J. Regacho

Mr. Edizer S. Laqueo

Mr. Owen Earl D. Baustista

Ms. Shiela Rose H. Bachoco

Mr. John Lord G. Vivo

Sub Committee: Public Elementary and Secondary School Heads/OICs
Administrative Officer II/ HR in-charge



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdo.muntinlupa@gmail.com





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Enclosure No. 3

SCHEDULE OF RECRUITMENT ACTIVITIES

DATE	ACTIVITIES	PERSON / COMMITTEE RESPONSIBLE
May 29 - June 5, 2023	Call for submission of Application documents Filling of Application and preliminary evaluation of the SSC for new applicant Verification of the completeness, veracity, accuracy, and authenticity of documents	School Screening Committee/Applicant
June 5-6, 2023 (Link will be close at June 6, 2023 - 9:00 AM)	Submission of list names of applicants through Google link provided by the Personnel	Administrative Officer II/HR in-charge
June 6, 2023 - 12:00 NN	Submission of SSC preliminary evaluation of documents of teacher applicant (Hard copy) to the HRMPSB	
June 7-8, 2023	Deliberation of HRMPSB for the initial evaluation and pre-assessment of papers.	Division Selection Committee
June 9-13, 2023	SDO HRMO and Personnel Unit checks the initial assessment Review and submits the Initial Evaluation Results (IER) to the HRMPSB and posting of IER	Division Selection Committee/HRMPSB Secretariat
June 14-16, 2023 (JHS & SHS) June 19-21, 2023 (Elementary, SPED & Kinder)	Classroom Observation/ Demonstration-Teaching Administration and Evaluation of Teacher Reflection Form for Qualified Candidates	Division Selection Committee





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DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
June 23, 2023	SDO HRMO and Personnel Unit checks the initial assessment	HRMO/PERSONNEL
June 23, 2023	Consolidation and encoding of initial assessment, demo-teaching and TRF results	SDO PERSONNEL
June 26, 2023	Conduct of Final Review of the Result	HRMO/PERSONNEL
June 26-27, 2023	Submission to the Office of SDS the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)	SDO HRMPSB
June 28, 2023	Posting of the CAR and CAR-RQA	SDO HRMO
	Conduct of Background Investigation as requested by the Appointing Authority	SDO HRMO
July 1, 2023	Appointment of Successful Candidate	Appointing Authority



CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	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			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	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			
k.	Other documents as may be required for comparative assessment:			
	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			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

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 CONSENT

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.

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** 1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION							
2. SURNAME							
FIRST NAME							NAME EXTENSION (JR., SR)
MIDDLE NAME							
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP		☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pts. indicate country			
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details					
5. SEX		☐ Male ☐ Female					
6. CIVIL STATUS		☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:		17. RESIDENTIAL ADDRESS			
7. HEIGHT (m)		18. PERMANENT ADDRESS		House/Block/Lot No. Street			
8. WEIGHT (kg)		ZIP CODE		Subdivision/Village Barangay			
9. BLOOD TYPE				City/Municipality Province			
10. GSIS ID NO.				House/Block/Lot No. Street			
11. PAG-IBIG ID NO.				Subdivision/Village Barangay			
12. PhilHealth NO.				City/Municipality Province			
13. SSS NO.		19. TELEPHONE NO.		s			
14. TIN NO.		20. MOBILE NO.					
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)					
II. FAMILY BACKGROUND							
22. SPOUSE'S SURNAME		23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME		NAME EXTENSION (JR., SR)					
MIDDLE NAME							
OCCUPATION							
EMPLOYER/BUSINESS NAME							
BUSINESS ADDRESS							
TELEPHONE NO.							
24. FATHER'S SURNAME		NAME EXTENSION (JR., SR)					
FIRST NAME							
MIDDLE NAME							
25. MOTHER'S MAIDEN NAME							
SURNAME							
FIRST NAME							
MIDDLE NAME							
(Continue on separate sheet if necessary)							
III. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE				

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	
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[illegible]

16. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

SIGNATURE		DATE	
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☐ NO ☐ YES ☐ NO If YES, give details: _____															
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES ☐ NO If YES, give details: _____ ☐ YES ☐ NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____															
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☐ NO If YES, give details: _____															
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ YES ☐ NO If YES, give details: _____															
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☐ NO If YES, give details: _____ ☐ YES ☐ NO If YES, give details: _____															
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☐ NO If YES, give details (country): _____															
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☐ NO If YES, please specify: _____ ☐ YES ☐ NO If YES, please specify ID No: _____ ☐ YES ☐ NO If YES, please specify ID No: _____															
41. REFERENCES (Person not related by consanguinity or affinity to applicant/ appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.												
NAME	ADDRESS	TEL. NO.														
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID:</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID:	ID/License/Passport No.	Date/Place of Issuance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 40px; vertical-align: bottom; padding: 2px;">Signature (Sign inside the box)</td> </tr> <tr> <td style="padding: 2px;">Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished								
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)																
PLEASE INDICATE ID Number and Date of Issuance																
Government Issued ID:																
ID/License/Passport No.																
Date/Place of Issuance																
Signature (Sign inside the box)																
Date Accomplished																
SUBSCRIBED AND SWORN to before me this _____ affiant exhibiting his/her validly issued government ID as indicated above Person Administering Oath																

ID picture taken within the last 6 months
3.5 cm X 4.5 cm
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: _____
- Position: _____
- Name of Office/Unit: _____
- Immediate Supervisor: _____
- Name of Agency/Organization and Location: _____

- List of Accomplishments and Contributions (if any)

- ☐ _____
- ☐ _____
- ☐ _____

- Summary of Actual Duties

- ☐ _____
- ☐ _____
- ☐ _____

- Duration
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location:

- List of Accomplishments and Contributions (if any)

- ☐ _____
- ☐ _____
- ☐ _____

- Summary of Actual Duties

- ☐ _____
- ☐ _____
- ☐ _____

(Signature over Printed Name
of Employee/Applicant)

Date: _____