



Republic of the Philippines
Department of Education
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION
 DepED, Division of Zambo. Norte

No. _____
 Date: 09 MAY 2023 By: [Signature]
 RELEASED

May 9, 2023

Division Memorandum

No. 155 s. 2023

**CALL FOR APPLICANTS FOR VACANT TEACHING POSITIONS IN DEPED,
 DIVISION OF ZAMBOANGA DEL NORTE**

**To: District Personnel Selection Sub-Committees
 School Personnel Selection Sub-Committees
 School Heads for Elementary and Secondary Level
 All Others Concerned**

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the open ranking of following positions:

School/District Assignment	Vacant Positions	Item Number	No. of Vacancies
Bacungan District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570692-2016	1
Bacungan District-National High School	Teacher-III (Secondary)	OSEC-DECSB-TCH3-571387-2022	2
		OSEC-DECSB-TCH3-571347-2022	
Baliguian District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570367-2014	1
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570433-2014	2
		OSEC-DECSB-TCH2-570136-2015	
Godod District (Bunawan ES) (Galos ES) ALS (Sianan ES)	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570302-2016	1
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570114-2006	3
		OSEC-DECSB-TCH2-570283-2014	
		OSEC-DECSB-TCH2-570283-2000	
Gutalac I District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570392-2014	2
		OSEC-DECSB-TCH3-572154-1998	
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-572282-1998	1
Gutalac II District	Teacher-II (Elementary)	OSEC-DECSB-TCH2-572162-1998	1
Kalawit District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570182-2017	5
		OSEC-DECSB-TCH3-570183-2017	



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email:

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		OSEC-DECSB-TCH3-570255-2013	
		OSEC-DECSB-TCH3-570196-2015	
		OSEC-DECSB-TCH3-570461-2017	
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570664-2017	1
Katipunan I District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570144-2018	2
		OSEC-DECSB-TCH3-570123-2018	
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570303-2013	2
		OSEC-DECSB-TCH2-573574-1998	
Katipunan I District, Bulawan Extension Bulawan Integrated School	Teacher-III (Secondary-JHS)	OSEC-DECSB-TCH3-570013-2020	1
Katipunan II District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-571324-2022	5
		OSEC-DECSB-TCH3-572205-1998	
		OSEC-DECSB-TCH3-572217-1998	
		OSEC-DECSB-TCH3-570279-2018	
		OSEC-DECSB-TCH3-570415-2014	
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570263-2003	2
		OSEC-DECSB-TCH2-570271-2000	
La Libertad District	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570036-2018	1
Labason District, Ubay National High School	Teacher-II (Secondary-JHS)	OSEC-DECSB-TCH2-570792-2016	1
Liloy I District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570954-2021	3
		OSEC-DECSB-TCH3-570088-2015	
		OSEC-DECSB-TCH3-570694-2016	
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570297-2003	2
		OSEC-DECSB-TCH2-570547-2019	
Manukan I District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570046-2020	2
		OSEC-DECSB-TCH3-570163-2021	
	Teacher-III (Secondary-JHS)	OSEC-DECSB-TCH3-572676-2020	2



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Manukan I District Manukan National High School		OSEC-DECSB-TCH3-570132- 2015	
	Teacher-II (Secondary-JHS)	OSEC-DECSB-TCH2-570135- 2011	1
Manukan II District, Jesus A. Ramos National High School	Teacher-II (Secondary-JHS)	OSEC-DECSB-TCH2-570462- 2013	1
Mutia District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570823- 2017	1
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570347- 2013	1
Piñan District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570315- 2019	6
		OSEC-DECSB-TCH3-570079- 2015	
		OSEC-DECSB-TCH3-570270- 2018	
		OSEC-DECSB-TCH3-570175- 2022	
		OSEC-DECSB-TCH3-571801- 2020	
	OSEC-DECSB-TCH3-572057- 1998		
Teacher-II (Elementary)	OSEC-DECSB-TCH2-570464- 2021	1	
Piñan District, Piñan National High School	Teacher-III (Secondary-JHS)	OSEC-DECSB-TCH3-570301- 2013	1
Polanco I District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570139- 2018	1
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-572080- 1998	2
		OSEC-DECSB-TCH2-572144- 1998	
Polanco I District- Polanco High School	Teacher-III (Secondary-JHS)	OSEC-DECSB-TCH3-570314- 2013	1
	Teacher-II (Secondary-JHS)	OSEC-DECSB-TCH2-570268- 2000	2
		OSEC-DECSB-TCH2-570266- 2000	
Polanco II District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570282- 2018	6
		OSEC-DECSB-TCH3-571997- 1998	
		OSEC-DECSB-TCH3-570854- 2017	
		OSEC-DECSB-TCH3-572257- 1998	
		OSEC-DECSB-TCH3-572287- 1998	
	OSEC-DECSB-TCH3-570295- 2021		
Teacher-II (Elementary)	OSEC-DECSB-TCH2-570357- 2013	1	



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Ponot District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-573678-1998	2
		OSEC-DECSB-TCH3-571992-1998	
Rizal District-Rizal National High School	Teacher-III (Secondary-SHS)	OSEC-DECSB-TCH3-572011-2021	2
		OSEC-DECSB-TCH3-572010-2021	
Roxas I District	Teacher-II (Secondary-SHS)	OSEC-DECSB-TCH2-570071-2009	1
	Special Education Teacher-II (Elementary)	OSEC-DECSB-SPET2-570049-2020	1
Roxas II District	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570364-2014	1
		OSEC-DECSB-TCH2-570265-2013	2
		OSEC-DECSB-TCH2-570857-2017	
Roxas II District, Dohinob National High School	Teacher-II (Secondary-JHS)	OSEC-DECSB-TCH2-570034-2000	1
Salug I District	Special Education Teacher-II (Elementary)	OSEC-DECSB-SPET2-570224-2021	1
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570113-2000	2
OSEC-DECSB-TCH2-572076-1998			
Salug II District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570160-2019	1
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570297-2013	2
OSEC-DECSB-TCH2-570092-2002			
Salug II District - Bacong National High School	Teacher-III (Secondary-JHS)	OSEC-DECSB-TCH3-570924-2021	1
	Teacher-II (Secondary-JHS)	OSEC-DECSB-TCH2-570094-2000	1
Sergio Osmeña I District	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570363-2020	1
Siayan District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-571313-2022	3
		OSEC-DECSB-TCH3-571035-2018	
		OSEC-DECSB-TCH3-570096-2015	
Sibuco District	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570089-2002	1
Sibutad District-Sibutad National High School	Teacher-II (Secondary-JHS)	OSEC-DECSB-TCH2-570124-2011	1



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Sindangan Central District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570243-2018	3
		OSEC-DECSB-TCH3-571990-1998	
		OSEC-DECSB-TCH3-570023-2021	
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-572024-1998	2
		OSEC-DECSB-TCH2-572040-1998	
Sindangan Central District-Sindangan National High School	Teacher-III (Secondary-JHS)	OSEC-DECSB-TCH3-570569-2016	2
		OSEC-DECSB-TCH3-571344-2022	
Sindangan Central District-Sindangan National Agricultural School	Teacher-II (Secondary-JHS)	OSEC-DECSB-TCH2-570005-2010	1
Sindangan North District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-571356-2020	6
		OSEC-DECSB-TCH3-570171-2017	
		OSEC-DECSB-TCH3-570362-2016	
		OSEC-DECSB-TCH3-570156-2011	
		OSEC-DECSB-TCH3-570430-2014	
		OSEC-DECSB-TCH2-570162-2020	
Sindangan South District	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570162-2011	4
		OSEC-DECSB-TCH3-570162-2013	
		OSEC-DECSB-TCH3-570222-2015	
		OSEC-DECSB-TCH3-570125-2015	
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570088-2019	1
Siocon District	Special Education Teacher-II (Elementary)	OSEC-DECSB-SPET2-570225-2021	1
	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570837-2019	1
Sirawai District, Sirawai National High School	Teacher-III (Secondary)	OSEC-DECSB-TCH3-571818-2020	1
	Teacher-II (Secondary)	OSEC-DECSB-TCH2-570033-2008	1
Tampilisan District	Special Education Teacher-I (Elementary)	OSEC-DECSB-SPET1-570051-2018	1
	Teacher-III (Elementary)	OSEC-DECSB-TCH3-570120-2018	2



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		OSEC-DECSB-TCH3-570887-2020	
	Teacher-II (Elementary)	OSEC-DECSB-TCH2-570020-2010	1
Tampilisan District, Tampilisan National High School	Teacher-III (Secondary-JHS)	OSEC-DECSB-TCH3-570198-2021	1
	Teacher II (Secondary-JHS)	OSEC-DECSB-TCH2-570291-2000	1
<p>For guidance as to the criterion and computation of points: Reference: DO 66 s., 2007 REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS</p>			

2. The qualification required by the Civil Service Commission (CSC) for the listed vacant positions are as follows:

Position	Salary Grade	CSC Qualification
Teacher II-Elementary	12 (29,165)	Education: BEED or Bachelor's degree plus 18 professional units in Education Training: None required Experience: 2-years relevant experience Eligibility: PBET; Teacher
Teacher II-Secondary	12 (29,165)	Education: BSED or Bachelor's degree plus 18 professional units in education with appropriate major Training: None required Experience: 1-year relevant experience Eligibility: PBET; Teacher
Teacher-III Elementary	13 (31,320)	Education: BEED or Bachelor's degree plus 18 professional units in Education Training: None required Experience: 2-years relevant experience Eligibility: PBET; Teacher
Teacher-III Secondary	13 (31,320)	Education: BSED or Bachelor's degree plus 18 professional units in education with appropriate major Training: None required Experience: 2 years' relevant experience Eligibility: PBET; Teacher
Special Education Teacher-II	15 (36,619)	Education: Bachelor's Degree in Education with specialization in Special Education Training: 4 hours relevant training Experience: 1-year experience as Special Education Teacher Eligibility: PBET; Teacher
Special Education Teacher-I	14 (33,843)	Education: Bachelor's Degree in Education with specialization in Special Education Training: None required Experience: None required Eligibility: PBET; Teacher

3. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit sequenced and organized pertinent documents per applicable checklist in a folder with complete tabbing and page numbering. (See Enclosure No. 2 of this division memorandum). The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the



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applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s.2022).

4. Applicants who meet the qualifications are encouraged to adhere to the specified application submission procedure.

3.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through ***depedzn.net*** or ***depedzn.net/application***.

3.b Click the ***New Application*** tab and select the desired job position by clicking the ***Apply Now*** tab.

3.c Print out the initial registration form by clicking ***View Application>Print Applicant Profile*** tabs and attach as top sheet of the application documents.

3.d Submit your application to the appropriate district/school personnel selection sub-committee.

5. Pursuant to Division Memorandum (Nos. 476 s. 2022) “*Reconstitution of District Personnel Selection Sub-Committee for the Elementary, Secondary and School-Based Nonteaching Personnel*” and (476 s.2022) “*Addendum to Division (No.442 s 2022) Reconstitution of District Personnel Selection Sub-Committee for the Elementary, Secondary and School-Based Nonteaching Personnel*”, all qualified applicants for **Teacher II to III and SPET I to II** for elementary and secondary levels must submit their pertinent documents for application to the appropriate **District Personnel Selection Sub-Committee (DPSSC) for elementary and Non-Implementing Units secondary levels and School Personnel Selection Sub-Committee (SPSSC) for Implementing Units (IU)** on or before **May 17, 2023**. Pursuant to *DO 19 s.2022*, failure to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. An orientation of the **New MSP Guidelines** will be conducted with the applicants, District Personnel Selection Sub-committees virtually on **May 17, 2023** via **MS Teams Link: depedzn.net/link/ApplicantOrientation**.

6. Conduct of initial evaluation, skills test, behavioral events interview (BEI) and assessment of pertinent documents of qualified applicants and shall be done on **May 22 to 26, 2023** by the appropriate DPSSC/SPSSC. The division Information Technology Officer (ITO) together with the HRMPSB Secretariats are enjoined to serve as the central ICT team during the conduct of BEI and comparative assessment. DepEd Order No. 66 s. 2007 will be the basis for the comparative assessment.

7. The following reports are required to be submitted by the DPSSCs and SPSSCs to the Personnel Section, this division, on or before **May 29, 2023**:

- Minutes of Meeting
- Duly signed Initial Evaluation Report (IER)
- Results of Comparative Assessment and BEI



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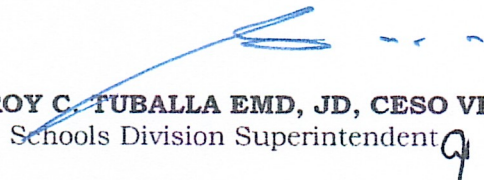
Website: www.depedzn.net



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- Transmittal of documents to the division office-personnel section
8. Conduct of virtual validation and deliberation of CAR by the Division HRMPSB for Level 2 positions shall be on **May 30, 2023**.
9. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
10. The Schools Division of Zamboanga del Norte adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83). If an applicant is physically unable to participate in the activity for legitimate reasons, they may contact and notify the secretariat through email at zn.hrmps@deped.gov.ph, Schools Division of Zamboanga del Norte thru 0966-157-1283 or thru online helpdesk at depedzn.net so that they may be accommodated.
11. For information, guidance and compliance.


ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

Encl: As stated

SGV/PS/ CALL FOR APPLICANTS FOR VACANT TEACHING POSITIONS
004/05082023



Address: Capitol Drive, Estaka, Dipolog City 7100

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Enclosure No. 3 of DM No. _____ s. 2023

**CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER II and III,
 RELATED-TEACHING
 and HIRING AND PROMOTION of NONTEACHING POSITIONS
 (Reference: DO 66, s. 2007)**

Name of Applicant: _____
 DUAN No: _____
 Position Applied For: _____ Office (where the vacancy exists): _____
 Division Memo No.: _____ Contact Number: _____
 Ethnicity: _____ Religion: _____
 Person with Disability: Yes () No () Solo Parent: Yes () No ()

Instruction: Initial assessment of documents should be done by the SPSS or DPSS in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	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
I. Omnibus Certification <ul style="list-style-type: none"> • Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act; 			
II. Letter of Intent <ul style="list-style-type: none"> • Letter of Intent addressed to Head of Office; 			
III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph			
IV. One (1) Authenticated Photocopy of valid and updated PRC License/ID and Photocopy of Certificate of Eligibility/ Report of Rating			
REQUIRED DOCUMENT/S PER CRITERION			
A. Performance Rating <ul style="list-style-type: none"> • Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2018-2019; 2019-2020;2020-2021) 			
B. Experience <ul style="list-style-type: none"> • Certificate of Employment and/or Duly Signed Service Record, whichever is/are applicable. • Latest Approved Appointment 			
C. Outstanding Accomplishments			
a. Outstanding Employee Award <ul style="list-style-type: none"> • Certificate of Recognition/Plaque/Trophy and other MOVs of the award received. 			
b. Innovations <ul style="list-style-type: none"> • Report of the innovation duly approved by a DepEd Official and corroborated by at least 3 teaching/non-teaching/teaching-related personnel, whichever is 			



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applicable, stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc)			
c. Research and Development Projects <ul style="list-style-type: none"> A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 			
d. Publication/Authorship <ul style="list-style-type: none"> A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMSD or Division Learning Area Supervisor; or A copy of newspaper/magazine of wide circulation where authored article on education was published. 			
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia <ul style="list-style-type: none"> Certificates (Authenticated by School Principal or PSDS) 			
D. Education <ul style="list-style-type: none"> Authenticated Transcript of Records (at least MAED-CAR) 			
E. Training, any of the following <ul style="list-style-type: none"> 3 certificates of participation in a training of at least 3 days in a district or division or region level 1 certificate of participation in a training of at least 3 days in a national or international level Certificate of Recognition as chair or co-chair in a technical/planning committee 			

Remarks: C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.
NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All lacking/required documents shall be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2023.

 Signature over Printed Name of Applicant

 Signature Over Printed Name of DSC/SSC Chair or Representative

CERTIFICATION

To the Division HRMPSE:

This is to certify that the documents of the above-named applicant for HT____/SP ____ have been screened by this committee and have been forwarded as:

_____ COMPLETE _____ INCOMPLETE (failed to comply on the agreed date)

Signed on this ____ day of _____, 2022.

 DSC/SSC Chairperson

Members:

Conformé: _____

Date: _____

Applicant's Signature Over Printed Name

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.



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OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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)electronic 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.

