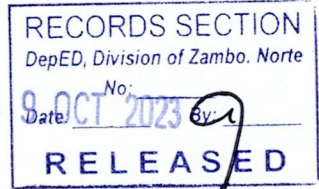




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

October 5, 2023

Division Memorandum

No. 461 s. 2023

COMPOSITION OF BACKGROUND INVESTIGATION COMMITTEE

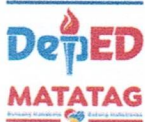
**To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Public Schools District Supervisors
School Heads for Elementary and Secondary Level
All Others Concerned**

1. Section 3 of the CSC Resolution No. 1100472 and DepEd Order No. 7, s. 2023 specifically par. 59 states that “only when deemed necessary, the appointing officer/authority may request for background investigation of select candidates to be conducted by the HRMO or other personnel identified by the HRMO.”
2. Anent this, the Schools Division Office of Zamboanga del Norte announces the formation of a dedicated Background Investigation (BI) Committee effective immediately.
3. The result of the Background Investigation will be utilized by the appointing officer/authority in the appointment of teaching and non-teaching personnel. The HRMO will keep the result of the Background Investigation for future reference.
4. Attached in this memorandum are the following:

Annex A : Duties and Responsibilities of the Background Investigation Committee
Annex B : Composition of the Background Investigation Committee
Annex C : Background Investigation Form
5. For information, dissemination, and compliance.

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

PS/sgbv/Composition of Background Investigators
001/October 05, 2023



Address: Capitol Drive, Estaka, Dipolog City 7100

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Annex A

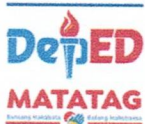
DUTIES AND RESPONSIBILITIES OF THE BACKGROUND INVESTIGATION COMMITTEE

The Background Investigation Committee (BIC) will be responsible for conducting comprehensive background checks on candidates, specifically those in the shortlist, during the selection process, as well as periodic checks for existing employees when required.

The BIC will work closely with the Human Resources and Legal departments to ensure a seamless integration of background investigation processes into the overall hiring and compliance framework. Their duties and responsibilities include:

- Pre-Employment Background Checks
 - Conducting thorough background investigations on all candidates to verify qualifications, employment history, criminal records, and any other relevant information in accordance with company policies and legal regulations.
- Periodic Employee Checks
 - Implementing periodic background checks for existing employees in accordance with our established policies and legal requirements.
- Compliance and Reporting
 - Ensuring that all background investigations are conducted in compliance with applicable laws and regulations, and promptly reporting any findings or issues to the appropriate stakeholders.
- Data Security:
 - Safeguarding sensitive personal and confidential information obtained during the background check process and ensuring strict adherence to data privacy and security protocols.
- Continuous Improvement
 - Collaborating with HR and Legal teams to regularly review and update background check procedures to align with industry best practices and legal requirements.

*PS/sgbv/Composition of Background Investigators
001/October 05, 2023*



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Annex B

BACKGROUND INVESTIGATION COMMITTEE COMPOSITION
 (Names to be identified by the HRMO)

Positions	Composition	Respondents (from previous employment/school or district assignment)
<ul style="list-style-type: none"> New Applicant/candidate (Teacher 1/Non-Teaching Positions) 	Lead: PSDS Members: <ul style="list-style-type: none"> School Principal Non-teaching personnel 	<ul style="list-style-type: none"> At least 2 Immediate Superior/s
<ul style="list-style-type: none"> Teacher II to Master Teachers 		
<ul style="list-style-type: none"> Head Teachers/Principals 		
<ul style="list-style-type: none"> Public Schools District Supervisor 	Lead: EPS (surrogate) Members: <ul style="list-style-type: none"> Principal Teacher Non-teaching personnel 	<ul style="list-style-type: none"> At least 3 Co-workers/co-teachers
<ul style="list-style-type: none"> Other SDO-based personnel (whichever is applicable to the position applied) 	Lead: Chief (CID or SGOD) Members: <ul style="list-style-type: none"> Immediate superior (Section/Unit head) Non-teaching personnel 	<ul style="list-style-type: none"> At least 2 stakeholders

Note: For new applicants with no previous employee, the BI may opt to conduct investigation from among the neighbors or other persons deemed knowledgeable of the character of the candidate/applicant.

PS/sgbv/Composition of Background Investigators
 001/October 05, 2023



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Annex C

(Date)

Dear Ma'am/Sir,

We wish to verify some vital information in relation to the application of _____
_____ for the position of _____

(Name of Applicant)

(Position Applied For)

in the Department of Education - Schools Division Office of Zamboanga del Norte. This information will help us assess the applicant's personal and professional background before we make our final recommendation of his/her appointment. Rest assured that all information shall be kept with utmost confidentiality.

Thank you very much for your cooperation.

MARYLYNNE B. BAYRON

*HRMO-II, Administrative Officer IV
Head of Personnel Section*

SUBJECT: BACKGROUND INVESTIGATION

Name of Person Contacted: _____

Current Job Position: _____

Relationship to Appointee: _____

Mode of Interview: _____

Personal Interview Phone Interview
contact number: _____

1. Employment Date: From: _____ To: _____

2. Last Position Held

3. What was his/her reason for resignation / separation?

4. How would you rate his/her performance during his/her stay in your company in terms of:
(Scale 1-10) 10 being the highest

- a. Integrity _____
- b. Honesty _____
- c. Loyalty _____
- d. Dependability _____
- e. Meeting Targets _____



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f. Adherence to Company Policies _____

5. Describe his / her work ethic in the context of tardiness, absenteeism, attitude?

6. Is he/she cleared of all his/her accountabilities?

7. Was he/she charged with any administrative case during his/her employment in your company? Please elaborate

8. Any other comments about this person?

9. Would you recommend him/her?

CERTIFICATION

This is to certify that Mr./Ms./Mrs _____
(Name of Applicant)
has undergone background investigation during the interview conducted on _____ at _____.

This further certifies that the above information given are true and correct as to the best of our knowledge.

(Name, Position, Date)
Lead, BIC

Members:

(Name, Position, Date) _____
(Name, Position, Date) _____
(Name, Position, Date)

PU/2023 BIForm/Control No. _____
Date: _____

