



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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## Personnel Unit

### 1. Submission of Employment Application (Teaching Related)

Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her credentials and other requirements.

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| Office :   | Personnel Unit   |
| Classification :   | Simple Transaction   |
| Type of Transaction  | G2C- Government to Citizen   |
| Who may avail  | Licensed Professional Teacher for Permanent Positions (Elem, JHS and SHS; Not eligible Teachers for Provisional Positions (SHS only) |
| <b>CHECKLIST OF DOCUMENTS</b>  | <b>WHERE TO SECURE</b>   |
| 1. Letter of Intent for teaching position (1 original)   | Applicant  |
| 2. CSC Form 212 (revised 2017) in two copies with 2x2 ID picture taken within the last 6 months                                  | CSC  |
| 3. Certified photocopy of PRC identification Card / Proof of renewal   | PRC or CSC   |
| 4. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers | PRC or CSC   |
| 5. Certified photocopy of General Weighted Average from the Registrar of the school where the applicant graduated                | Applicant  |
| 6. Certified copy of transcript of records   |  |
| 7. Copies of service record, performance rating and school clearance for those with teaching experience                          |  |
| 8. Certificates of specialized training. If any  |  |



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| 9. Certified copy of voter's ID  | Applicant   |                 |                             |                                     |
|--|---|-----------------|-----------------------------|-------------------------------------|
| 10. NBI Clearance / Proof of filing  |   |                 |                             |                                     |
| 11. Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant (form attached herein) |   |                 |                             |                                     |
| CLIENT STEPS   | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME             | PERSON RESPONSIBLE                  |
| 1. Submit the complete pertinent documents to the school where vacancy regular and/or natural) exists                            | 1.1. Receive and stamp and check completeness of the submitted documents                                      | None            | 5 minutes                   | School Head/Personnel               |
| 2. Received receiving copy of the documents  | 2.1. Evaluate the documents submitted by the applicant/s for authenticity and veracity                        | None            | 15 minutes                  | School/District Screening Committee |
|  | 2.2. Submit a Soft and Hard copy of the result of pre-assessment at the HR Office through the Records Section | None            | 30 minutes                  | School/District Screening Committee |
|  | 2.3. Receive and stamp the hard copy of the result of Preassessment as received and forward to                | None            | 5 minutes                   | Records Section Staff               |
|  | 2.4. Receive the result of the preassessment and verify if the applicant registers online                     | None            | 10 minutes                  | HRMO                                |
| <b>TOTAL</b>   |   | <b>None</b>     | <b>1 Hour and 5 Minutes</b> |                                     |



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**2. Submission of Employment Application (Non-Teaching Related)**

Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her credentials and other requirements.

|   |   |
|---|---|
| Office :  | Personnel Unit                              |
| Classification :  | Simple Transaction                          |
| Type of Transaction   | G2C- Government to Citizen                  |
| Who may avail   | Any person who is eligible for the position |
| <b>CHECKLIST OF DOCUMENTS</b>   | <b>WHERE TO SECURE</b>                      |
| 1. Application Letter (1 original)  | Applicant                                   |
| 2. CSC Form 212 (revised 2017) in two copies with 2x2 ID picture taken within the last 6 months | CSC   |
| 3. Certified true copy of eligibility   | PRC or CSC                                  |
| 4. Certified copy of transcript of records  | Applicant                                   |
| 5. Copies of service record   |   |
| 6. Copies of performance rating (3 rating period)   |   |
| 7. Certificate/s of Outstanding / Meritorious Accomplishment                                    |   |
| 8. Certificates of trainings attended not credited during the last promotion;                   |   |
| 9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;                   |   |
| 10. Omnibus certification of authenticity and veracity of all documents submitted signed by     |   |



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| the applicant (form attached herein)  |   |                 |                 |                                    |
|---|---|-----------------|-----------------|------------------------------------|
| CLIENT STEPS  | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                 |
| 1. Submit the complete pertinent documents to the Records Unit and or thru online application | 1.1 Stamp Receive, issue a receiving copy and forward the pertinent document to HR Unit | None            | 10 minutes      | Records Officer/<br>AA VI/ADAS III |
|   | 1.2 Check completeness of documents submitted   | None            | 15 minutes      | HR Unit/staff                      |
| 2. Received application receipt   | 2.1 Encode application details  | None            | 10 minutes      | HR Unit/Staff                      |
| TOTAL   |   | None            | 35 Minutes      |                                    |



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