

C. 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.

Office or Division:	Personnel Unit	
Classification:	Simple	
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)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Applicant Number (application.deped.gov.ph) – indicated in the DO but applicant can’t easily access the website		application.deped.gov.ph
2. Application letter for teaching position (1 original)		Applicant
3. Duly accomplished CSC Form 212 (Revised 2017) with the latest passport sized ID picture-Personal Data Sheet (3 original copies)		CSC
4. Certified true copy of Professional Regulation Commission (PRC) Identification Card (1 original)		PRC or CSC
5. Certified true copy of ratings obtained in the LET/PBET (1 original)		Applicant
6. Service Record/Certificate of Employment, performance rating, and school's clearance for those with teaching experience (1 original)		
7. Certified true copy of Transcript of Record (1 Original Copy)		
8. Certificate of specialized trainings (1 Photocopy of each)		
9. NBI Clearance (1 Original Copy)		
10. Certified true copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee (1 original)		
11. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (2 original copies)		
12. Application thru Division Website (if applicable)		SDO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the Department's online system at application.deped.gov.ph		None	Within 30 minutes	Client
2. Submit the complete pertinent documents to the school where vacancy regular and/or natural) exists	2.1 Receive and stamp and check completeness of the submitted documents	None	5 minutes	School Head
3. Received receiving copy of the documents	3.1 Evaluate the documents submitted by the applicant/s for authenticity and veracity	None	15 minutes	School/District Screening Committee
	3.2 Submit a Soft and Hard copy of the result of pre-assessment at the HR Office through the Records Section.	None	1 day	School/District Screening Committee
	3.3 Receive and stamp the hard copy of the result of Pre-assessment as received and forward to HR Office.	None	5 minutes	Joecil P. Purganan/ Japheth A. Yoldan
	3.4 Receive the result of the pre-assessment	None	10 minutes	Jasmine B. Nepa
	TOTAL:	None	1 DAY, 1 HOUR, 5 MINUTES	

2. Submission of Employment Application (Non-Teaching)

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

Office or Division:	Personnel Unit	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Any person who is eligible for the position	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent for teaching position (1 original)	Applicant	
2. Duly accomplished CSC Form 212 (Revised 2017) with the latest passport sized ID picture-Personal Data Sheet (3 original copies)	CSC	
3. Government Issued ID (1 photocopy)	Applicant	
4. Certified true copy of Professional Regulation Commission (PRC) Identification Card or CS eligibility (1 original)	PRC/ CSC	
5. Certified true copy of Transcript of Records or Certification, Authentication and Verification of TOR (1 original copy)	School/s attended	
6. Performance Ratings for the last 3 semesters (1 Photocopy of the 3 Performance Ratings for the last 3 rating periods)	Previous/ Current Employer	
7. Trainings and Seminars attended (1 Photocopy each)	Applicant	
8. Documentation of Outstanding Accomplishments (1 copy)	Applicant	
9. Electronic-copy of requirements/documents (if available)	Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete Pertinent documents to the Records Unit	1.1 Stamp Receive, issue a receiving copy, and forward the pertinent documents to the HR Unit	None	10 minutes	Joecil P. Purganan/ Japheth A. Yoldan
	1.2 Check completeness of documents submitted	None	10 Minutes	Kevin Glenn P. Labonete/ Jonaliza M. Alivio
2. Receive application receipt	2.1 Encode application details	None	10 Minutes	Kevin Glenn P. Labonete/ Jonaliza M. Alivio
	Total:	None	30 minutes per transaction	

3. Application for Leave

Leave of absence, for any person other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. The grant vacation leave is discretionary on the part of the agency head or authority concerned; thus, mere filing of such leave application does not entitle an officer or employee to go on leave outright.

Office or Division:	Personnel Unit
Classification:	Simple
Type of Transaction:	G2C - Government to Government
Who may avail:	DepEd Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vacation Leave 1. CSC Form 6 (3 original copies) 2. Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 original copies) 3. Letter request, if necessary (1 original copy)	Lalaine G. Pesino Japheth A. Yoldan Client
Sick Leave 1. CSC Form 6 (3 original copies) 2. Medical Certificate, if more than 5 days sick leave (1 Copy) 3. Letter request, if necessary (1 original copy)	Lalaine G. Pesino Client Client

Paternity Leave 1. CSC Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) Additional Requirements: -Marriage Contract (1 photocopy) - Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy)	Lalaine G. Pesino Client Client
Maternity Leave 1. CSC Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) Additional Requirements: - Special Order Form (3 original copies) - Medical Certificate (1 Copy) - School Clearance (4 original copies) - Division Clearance (4 original copies)	Lalaine G. Pesino Client Kevin Glenn P. Labonete Client Japheth A. Yoldan
Solo Parent Leave 1. CSC Form No. 6 Application for Leave (3 original copies) 2. Letter request, if necessary (1 original copy) Additional Requirements: - Birth Certificate of Child (1 photocopy) - Photocopy of Solo Parent ID (1 photocopy)	Lalaine G. Pesino Client Client
Special Privilege Leave - CS Form 6 (3 original copies)	Lalaine G. Pesino

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Joecil P. Purganan/ Japheth A. Yoldan
	1.2. Check the received document as to completeness	None		
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	Joecil P. Purganan/ Japheth A. Yoldan

	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Lalaine G. Pesino
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Lalaine G. Pesino
	1.6. Approve Form 6 and forward to the Personnel Section	None	30 minutes	Maria Doris I. Gudito
	1.7. Forward the approved Form 6 to the Records Section for release	None	15 minutes	Joecil P. Purganan/ Japheth A. Yoldan
2.2. Receive the approved CSC Form 6	2.1 Release the approved Form 6	None	10 minutes	Joecil P. Purganan/ Japheth A. Yoldan
	Total:	None	3 hours, 55 minutes	

4. Application for Retirement

Retirement refers to the time of life when one chooses to permanently leave the workforce behind. The compulsory retirement age is 65 while optional is 60 years of age. It can be applied three months before retirement to ensure that retirement benefits will be enjoyed by the retiree after his/her retirement.

Office or Division:	Personnel Unit	
Classification:	Complex	
Type of Transaction:	G2C - Government to Government	
Who may avail:	DepEd employees that reached the retiring age requirement	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Retirement (1 Copy)		Client
2. Service Record (1 Original Copy)		Kevin Glenn P. Labonete/ Jonaliza M. Alivio
3. Clearance for money & property Accountabilities District & Division (4 Original Copies)		School / Japheth A. Yoldan (Division Clearance)
4. Statement of Assets & Liabilities (1 Original Copy)		Client
5. Certificate of No Pending Administrative Case (1 Original copy)		Lucille H. Madelo
6. Certificate of Last Day of Service (1 Original Copy)		SDO

7. Certificate of Last Salary Received (1 Original Copy)	SDO
8. Certification of Leave with or without pay (1 Original Copy)	Lalaine G. Pesino
9. GSIS Application for retirement benefits form (1 original copy)	Client
10. Provident Clearance (1 original copy)	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for Retirement to Records Unit	1.1. Receive complete documents from Records Unit checked by Human Resource Management Officer	None	30 minutes	Kevin Glenn P. Labonete/ Jonaliza M. Alivio
	1.2. Check and verify the completeness of the documents	None	30 minutes	Kevin Glenn P. Labonete/ Jonaliza M. Alivio
	1.3. Inform the concerned person if the requirements are incomplete	None	1 day	Kevin Glenn P. Labonete/ Jonaliza M. Alivio
	1.4. Authenticate complete documents for retirement. Prepare 1st endorsement	None	1 hour	Lucille H. Madelo
	1.5. Forward complete documents to SDS office for signature and ODC for release in the Regional Office	None	2 days	Kevin Glenn P. Labonete/ Jonaliza M. Alivio
	1.6. Indorse the application for retirement to the Regional Office	None	2 days	Kevin Glenn P. Labonete/ Jonaliza M. Alivio
	Total:	None	5 days, 1 hour	