

CHECKLIST OF REQUIREMENTS

Naı	me of Applicant:			
	Last Name First Name Middle			
	ition Applied For: Contract of Service – MAINTENANC	<u>CE STAFF</u>		
	ice of the Position Applied For: HRDD (NEAP RXII)			
Coi	ntact Number:			
Rel	igion:			
	nicity:			
Per	son with Disability? Yes () No () Solo Parent	? Yes () No ()		
Basic Documentary Requirements		Status of	Verification	
		Status of Submission (To be filled-out by the applicant; Check if submitted)	Status of Submission (To be filled-out by the HRMO/HR Office/sub- committee)	Remarks (to be filled-out by the HRMO)
a	Letter of intent addressed to the Head of Office or highest human resource officer			
b	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
с	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			
σ	Photocopy of Certificate of Employment Contract of Service			

Checked & Attested by:

EMERIN B. ASTILLERO

Administrative Officer V, HRMO



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Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal Telephone Nos.: (083) 2288825/ (083) 2281893 Email Address: region12@deped.gov.ph

Website: depedroxii.org

or duly signed Service Record, whichever is/are applicable

Photocopy of the Performance Ratings in the last rating

period(s) covering one (1) year performance prior to the

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

Photocopy of latest appointment, if applicable

deadline of submission, if applicable

 Doc. Ref. Code
 RO12-ASD-F394
 Rev
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 Effectivity
 07.26.23
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Application Code: _____



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.



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