



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS OCCIDENTAL

1. SUBMISSION OF EMPLOYMENT APPLICATION (Non-Teaching Related)

Any individual with interest in applying for a position in DepEd- Division of Misamis Occidental, 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. Application Letter		Applicant	
2. Duly accomplished CSC Form 212 with the latest 2x2 ID picture signed and notarized		Forms can be downloaded at the CSC Website (www.csc.gov.ph) or DepEd- Division of Misamis Occidental Website (www.deped-misocc.net)	
3. Photocopy of PRC ID or CSC Eligibility		Professional Regulation Commission (PRC) or Civil Service Commission (CSC)	
4. Performance Rating for the last 3 rating periods		Current and previous employer	
5. Certificate of Employment for current employment and previous employments		Current and previous employer	
6. Employment outstanding award certificate		Current and/or previous employer	
7. Innovation during employment and Research done during employment		Current and/or previous employer	
8. Publication in newspapers of general circulation or authorship of books		Applicant	
9. Certificate of Speakership as invited speaker or as consultant on certain topics (exclude those in		Current and/or previous employer or in community	



Address: Osilao St., Poblacion 1, Oroquieta City, Misamis Occidental
Contact Number: (088) 531-4026
E-mail Address: misamis.occidental@deped.gov.ph
Website: <https://depedmisocc.info>



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commencement exercises and thank you speech)				
10. Certificate of Trainings and Seminars		Applicant		
11. Transcript of Records		Schools Attended		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete pertinent documents to the Records units	1. Issue Tracking Number thru the Data Tracking System. Issue a QR Code and forward the pertinent documents	None	10 minutes	Records Officer/Records/Releasing Staff
	1.1 Check completeness of documents submitted	None	10 minutes	Personnel Unit Staff
2. Receive application receipt	2. Encode application details	None	10 minutes	Personnel Unit Staff/HRMO
TOTAL TIME:		None	30 minutes per transaction	



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