



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

15 September 2025

**DIVISION MEMORANDUM**  
**No. 501, s. 2025**

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR THE COMPARATIVE  
ASSESSMENT OF ADMINISTRATIVE OFFICER IV AND ADMINISTRATIVE  
OFFICER II POSITIONS IN SDO-BATANGAS PROVINCE**

TO: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Non-Teaching Personnel  
All Others Concerned

1. This Office announces the Call for Submission of Pertinent Papers for Administrative Office IV (SG 15) and Administrative Officer II (SG 11) Positions in Administrative-Procurement of the Schools Division of Batangas Province.
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEO) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
  - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
  - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
    - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position you are interested in applying for.
    - b. 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 pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) notarized by authorized official;



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
**Telephone:** (043) 722-1840 / 722-1796  
**Email Address:** deped.batangas@deped.gov.ph  
**Website:** www.depedbatangas.com





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- c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2025) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License
- 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 applicable;
- f. Photocopy of Certificate/s of training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; and
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.

4. Please be guided by the following attached enclosures to this Division memorandum:

- 4.1 Enclosure No 1 The Qualifications Standard (QS) of the positions.
- 4.2 Enclosure No 2 Duties and Responsibilities of the positions.
- 4.3 Enclosure No 3 Assessment Plan
- 4.4 Enclosure No 4 Checklist of Requirements (Annex C)
- 4.5 Enclosure No. 5 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions shall be used in the evaluation of documents of AO IV and AO II position.

- 5. Application documents shall be accepted until **September 26, 2025**, until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.
- 6. Applicants are advised to register at this link; **[bit.ly/SDOBATANGAS-HIRING](https://bit.ly/SDOBATANGAS-HIRING)** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.



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7. Previous applicants are required to submit new sets of pertinent papers and shall undergo the Comparative Assessment of AO II applicants, in accordance with DepEd Order No. 7 s. 2023.
8. Please refer to the DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for clarification regarding the hiring guidelines.
9. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at [sdobatangas.hiring@deped.gov.ph](mailto:sdobatangas.hiring@deped.gov.ph)
10. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent 

JBP/ Call of Submission for Applicants for AO IV and AO II (Procurement)/  
S2-111851/ 09/15/2025





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*Enclosure 1. Qualification Standards of AO IV (Procurement)*

	<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
CSC Prescribed Qualification	Administrative Officer IV	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)
Preferred Qualification	Administrative Officer IV	Preferably, has a background in public administration, business management /administration or law.	Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program	At least 2 years' experience in the conduct of procurement functions	Career Service Professional (Second Level Eligibility)

*Qualification Standards of AO II (Procurement)*

	<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
CSC Prescribed Qualification	Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
Preferred Qualification	Administrative Officer II	Preferably, has a background in public administration, business management /administration or law.	4 hours relevant training	1 year relevant experience in Procurement	Career Service Professional (Second Level Eligibility)



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*Enclosure 2. Key Result Area and Duties and Responsibilities of AO IV (Procurement)*

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Procurement Planning	<ol style="list-style-type: none"><li>a. Facilitate the end-users in the preparation and completion of their procurement-related documents, ensuring compliance with existing procurement laws, rules, and guidelines such as RA 12009 or the New Government Procurement Act.</li><li>b. Prepare the Division Annual Procurement Plan for Common-Use Supplies and Equipment (APPCSE) by collecting, reviewing, and consolidating the Project Procurement Management Plans (PPMPs) of all SDO units, ensuring completeness, accuracy, and alignment with agency requirements, for approval of the Schools Division Superintendent (SOS) and submission to the DBM-Procurement Service within prescribed timelines.</li><li>c. Supervise the submission the PPMP and other related procurement documents by end-user to ensure accuracy, completeness, and compliance prior to consolidation into the Division APP for recommendation to the BAC and approval by the Head of the Procuring Entity (HoPE).</li><li>d. Organize and conduct quarterly end-user interface meetings in the SDO functional units to gather requirements, address procurement concerns, and provide guidance on proper documentation and timelines.</li><li>e. Process, prepare, and validate Agency Procurement Requests (APRs) from end-users on a quarterly basis to ensure completeness, accuracy, and alignment with the approved APP prior to endorsement for approval or adjustment if necessary; and coordinate with DBM-Procurement Service for stock availability to determine whether supplies will be procured from the DBM depot or sourced externally.</li><li>f. Facilitate and ensure the timely submission and compliance of required Government Procurement Policy Board (GPPB) reports, including the Division APP, CSE, Non-CSE, Agency Procurement Compliance and Performance Indicators (APCPI), and PhilGEPS postings.</li><li>g. Plan, coordinate, and prioritize procurement tasks with the BAC and its Secretariat upon receipt of approved procurement requests, ensuring alignment with the approved Division APP and procurement schedules.</li><li>h. Plan, oversee, and analyze market surveys to gather accurate and up-to-date pricing, specifications, and supplier information for use in preparing PPMPs and the APP, in compliance with RA 12009.</li><li>i. Coordinate with end-user units and the BAC Secretariat to integrate validated market survey data into technical specifications, cost estimates, and procurement schedules.</li><li>j. Maintain and update a market price database to support transparency, competitiveness, and value for-money procurement decisions.</li></ol>





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Procurement Process Management	<ul style="list-style-type: none"> <li>a. Coordinate, facilitate, and monitor the procurement process from the preparation of procurement documents and posting of bid advertisements to the updating of the procurement tracking system in compliance with procurement laws, regulations and applicable GPPB guidelines.</li> <li>b. Prepare and issue Purchase Orders (POs) to winning bidders based on validated APRs and Purchase Requests (PRs), ensuring accuracy, completeness, and compliance with RA 12009 and other related procurement rules and regulations, and promptly serve the approved POs to facilitate timely delivery of goods and services.</li> <li>c. Implement procurement activities in collaboration with end-users, ensuring that all processes from preparation of bidding documents to posting of procurement opportunities adhere with existing procurement laws and regulations.</li> <li>d. Coordinate and facilitate BAC members and the TWG in the conduct of post-qualification activities, ensuring that evaluations are completed in accordance with RA 12009, its IRR, and established procurement timelines.</li> <li>e. Prepare, facilitate, and document key procurement proceedings in the division, including but not limited to pre-procurement conferences, pre-bid conferences, bid submission, bid opening, evaluation, and post-qualification, in line with the principles of transparency, competitiveness, efficiency, and proportionality.</li> <li>f. Oversee the sale distribution, issuance and proper documentation of bidding documents to suppliers, contractors, consultants, and other interested parties, ensuring open access to information and compliance with participatory procurement practices.</li> <li>g. Update and maintain the procurement tracking system and PhilGEPS postings to ensure real-time visibility of procurement activities in the SDO and to support open contracting requirements under RA 12009.</li> <li>h. Provide technical guidance and assign tasks to the Administrative Officer II within the Procurement Unit, monitoring outputs for timeliness, accuracy, and adherence to procurement schedules and quality standards.</li> <li>i. Maintain complete and accurate procurement records to support audit, monitoring, and evaluation, ensuring that all documentation meets the accountability and sustainability standards mandated by the existing procurement law.</li> </ul>
Procurement Contracts Management	<ul style="list-style-type: none"> <li>a. Plan, implement, and administer all stages of procurement contract management-covering contract execution, monitoring, and close-out-in accordance with RA 12009 and its IRR, ensuring transparency, accountability, and efficiency. This includes applying risk management measures to reduce, eliminate, or mitigate potential financial, legal, and procurement risks throughout the contract lifecycle.</li> <li>b. Monitor and track compliance with the terms and conditions of procurement contracts, coordinating with end-user units,</li> </ul>





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	<p>suppliers, contractors, and consultants to address deviations and ensure contract performance.</p> <p>c. Communicate with the Procurement Management Service-Contract Management Division (ProcMS-CMD) regarding the delivery of goods procured by the Central Office (CO) and Regional Office (RO), ensuring timely receipt and proper documentation in the SDO.</p> <p>d. Facilitate acceptance procedures with end-user units for the inspection and acceptance of delivered goods and services and coordinate with the Finance Unit to support prompt processing and payment of contracts.</p> <p>e. Maintain and safeguard complete contract files and related documentation for monitoring, audit, and compliance purposes, ensuring alignment with RA 12009 principles of transparency, accountability, and efficiency.</p>
Procurement Monitoring and Evaluation	<p>a. Facilitate the preparation of Inspection Orders to be issued by the SDS, the authorized Head of the Administrative Section, by providing complete and accurate project details and item specifications for inspection in compliance with RA 12009 requirements.</p> <p>b. Track and monitor compliance of procurement processes with RA 12009, its IRR, GPPB issuances, DepEd procurement guidelines, and BAC Secretariat procedures, ensuring that all activities uphold the principles of transparency, accountability, and efficiency.</p> <p>c. Maintain and ensure accuracy of the procurement tracking system for all ongoing procurement activities and milestones, enabling real-time visibility, effective monitoring, and timely reporting.</p> <p>d. Track and measure performance of actual procurement activities against required timelines, prepare and submit Procurement Monitoring Reports (PMR) and APCPI reports to oversight agencies, including consolidated reports from SDOs under jurisdiction, in accordance with RA 12009 reporting requirements.</p> <p>e. Coordinate the initiation of sanction procedures against non-compliant or defaulting suppliers, contractors, and consultants, in accordance with the penalties and remedies provided under RA 12009 and its IRR.</p>
Secondary Duties	<p>a. Perform other relevant functions as may be assigned by the supervisor.</p>





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*Key Result Area and Duties and Responsibilities of AO II (Procurement)*

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Procurement Planning	<ul style="list-style-type: none"> <li>a. Support the Administrative Officer (AO) IV in organizing and conducting quarterly end user interface meetings by preparing schedules, sending notifications, securing venues, and compiling reference materials.</li> <li>b. Guide the end-user units in completing procurement-related documents by providing templates, checking completeness of entries, and guiding them on required attachments in accordance with RA 12009.</li> <li>c. Compile and encode PPMPs from all SDO units for initial consolidation into the Annual</li> <li>d. Procurement Plan for Common-Use Supplies and Equipment (APP-CSE).</li> <li>e. Collect and consolidate PPMPs from end-user units, and coordinate with the Bids and Awards Committee (BAC) Secretariat, Planning, and Budget Units to ensure accuracy, completeness, and alignment with budget and procurement guidelines before endorsement to the AO IV.</li> <li>f. Provide logistical and clerical support in planning, prioritizing, and coordinating procurement tasks with the BAC Secretariat upon receipt of approved procurement requests from end-users, ensuring timely and efficient processing and proper documentation in line with approved procurement schedules.</li> <li>g. Receive and log submitted PPMPs and related procurement documents from end-users for review by the AO IV prior to consolidation into the Division APP.</li> <li>h. Prepare draft Agency Procurement Requests (APRs) based on consolidated end-user requirements for review by the AO IV and transmit approved APRs to DBM-Procurement Service for stock availability confirmation.</li> <li>i. Assist in the preparation and initial checking of required GPPB reports (e.g., APP, CSE, Non-CSE, APCPI, PhilGEPS postings) before submission to the AO IV for review and endorsement. SDO_OSDS_Admin_Unit_Proc_AOII</li> <li>j. Conduct and document market surveys by gathering current pricing, specifications, and supplier information for goods, services, and infrastructure, and submit the results to the AO IV for review and analysis.</li> <li>k. Collect and compile market survey data from various sources and coordinate with end users to confirm technical specifications and supplier details for consolidation by the AO IV.</li> <li>l. Encode and update the market price database with validated survey results, ensuring accuracy, completeness, and accessibility for procurement planning and monitoring purposes.</li> </ul>
Procurement Process Management	<ul style="list-style-type: none"> <li>a. Prepare and organize draft procurement documents (e.g., bid forms, invitations, advertisements, requests for quotations, bid bulletins, notices of award, contracts, and notices to</li> </ul>





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	<p>proceed) for initial review of the AO IV, ensuring accuracy and completeness.</p> <ol style="list-style-type: none"><li>b. Post approved procurement opportunities and related notices (e.g., invitations to bid, request for quotations, bid bulletins, and annual procurement plan) in PhilGEPS and other authorized platforms, and update procurement tracking system and relevant databases.</li><li>c. Provide administrative and logistical support in the conduct of post-qualification activities by preparing necessary documents, securing schedules, and recording proceedings, ensuring that all requirements are complete and ready for review by the BAC members and Technical Working Group (TWG).</li><li>d. Coordinate and arrange schedules for BAC meetings, conferences, and bidding</li><li>e. activities, including preparing procurement timelines, agendas, minutes of meetings, and BAC resolutions.</li><li>f. Coordinate and facilitate with BAC members and the TWG in the conduct of postqualification activities, ensuring that evaluations are completed in accordance with RA 12009, its IRR, and established procurement timelines.</li><li>g. Provide logistical and clerical support during procurement activities such as preprocurement conferences, pre-bid conferences, bid submission and opening, evaluation, and BAC deliberations.</li><li>h. Issue and record the sale/distribution of bidding documents to suppliers, contractors, and consultants, maintaining accurate logs and supporting documents.</li><li>i. Maintain and regularly update a supplier, contractor, consultant, and observer database for the SDO, ensuring accurate and current contact and performance information.</li><li>j. Prepare and release POs after AO IV validation, record served POs for tracking and transmit documents to concerned offices for processing.</li><li>k. Maintain orderly procurement files and archive for all transactions, ensuring they are complete, accessible, and audit ready.</li><li>l. Provide administrative assistance in the conduct of procurement-related trainings and activities initiated by the Central Office (CO) and Regional Office (RO) for end-users in the SDO.</li></ol>
<p style="text-align: center;"><b>Procurement Contracts Management</b></p>	<ol style="list-style-type: none"><li>a. Support the AO IV in managing procurement contracts by assisting in the planning and organization of all stages of contract administration to help reduce, eliminate, or mitigate financial, legal, and procurement-related risks.</li><li>b. Provide administrative and logistical support in monitoring supplier, contractor, and consultant compliance with the specified terms and conditions of procurement contracts, including tracking deliverables, timelines, and performance.</li><li>c. Coordinate with the Procurement Management Service - Contract Management Division (ProcMS-CMD) on matters</li></ol>





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	<p>relating to the delivery of goods procured by the CO and RO, ensuring timely documentation and communication.</p> <p>d. Facilitate coordination with end-user units for the inspection and acceptance of delivered goods and services and liaise with the Finance Unit to help ensure prompt payment of contracts.</p> <p>e. Maintain and update contract files and records, ensuring completeness, accessibility, and readiness for review, monitoring, and audit purposes.</p>
Procurement Monitoring and Evaluation	<p>a. Draft Inspection Orders with complete project and item details based on approved documents for signature by the Schools Division Superintendent (SOS) or authorized official.</p> <p>b. Monitor and record the progress of procurement activities against set timelines, and report variances to the AO IV.</p> <p>c. Gather and organize procurement-related data to support the preparation and timely submission of reports to oversight agencies, including but not limited to the Procurement</p> <p>d. Monitoring Report (PMR) and the Agency Procurement Compliance and Performance Indicators (APCPI).</p> <p>e. Compile and prepare data for monthly, quarterly, and annual accomplishment reports, as well as other required documentation for the BAC and its Secretariat, ensuring accuracy and on-time submission to concerned offices.</p> <p>f. Conduct and encode results of market surveys to update the latest prices of goods, services, and equipment, and maintain an up-to-date price database for use in procurement planning and evaluation.</p> <p>g. Maintain an updated procurement tracking system and ensure all milestones are recorded.</p> <p>h. Keep records of supplier and contractor performance issues for possible sanction proceedings.</p>
Administrative and Records Management	<p>a. Provide administrative and clerical support to the SDO Inspectorate Team by preparing and furnishing reference documents for inspections, ensuring proper documentation, and facilitating timely submission of inspection reports to the CO.</p> <p>b. Coordinate with end-user units on the delivery of goods procured by the CO or RO, confirming receipt and assisting in related documentation requirements.</p>





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*Enclosure No 3. Assessment Plan*

<b>Activities</b>	<b>Responsible</b>	<b>Indicative Schedule</b>	<b>No of Working Days</b>
Publication/Posting Period	HRMO		N/A
Last day of Receiving of Application	Records Section	September 26, 2025	N/A
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	September 29-30, 2025	2
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	September 30, 2025	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	October 01, 2025	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	October 08-09, 2025	2
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	October 10, 2025	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	October 13, 2025	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	October 14, 2025	1
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	October 15, 2025	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	October 16, 2025	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	October 17, 2025	1
Forward the notification letter to the ASDS and SDS/ for initial/ signature	Secretariat	October 17, 2025	
<b>TOTAL</b>			<b>12</b>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
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			
c. 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			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer**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.