

### Republic of the Philippines

### Department of Education NATIONAL CAPITAL REGION SCHOOLS DIVISION OFFICE-MALABON CITY

Inclosure No. 4

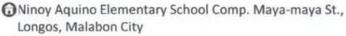
#### **BACKGROUND INVESTIGATION WAIVER**

I hereby authorize the authorized personnel of the Schools Division Office of Malabon City (SDO Malabon City) to conduct the necessary investigation and validation of all statements contained in the submitted application for the purpose of verification of facts as disclosed as part of the hiring process. I understand that the misrepresentation or omission of facts as required is a valid cause for the rejection of my employment application or discharge at anytime of my employment.

I hereby give this office permission to complete a full background check, contacting schools, previous employers, references and others, and hereby release the Agency from any liability as result of such contact. I understand the refusal to submit to such background check will result in the termination of processing of my employment application or termination of my employment.

Conforme:	
Signature over printed name of the applicant: _	
Date:	









# **Omnibus Certification of Authenticity and Veracity of Documents**

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with law, her	reby depose and state tha	t:		_, after being swo	rn in accordance
1.	I am applying for	Position	at	School	
Addre	ess of School				
2.	I am executing this Cer	rtification to attest	to the authen	ticity and veracity	of all documents
submitted.					
3.	By executing this Om	nibus Certification	of Authentic	city and Veracity	of Documents,
	orize the Department of verify the authenticity of t				ough the School
· ····cipai, to	verify the duthenderty of t	ane abovementione	d document.	•	
			_	Signature over prin	nted name
				Date	
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Nota	ry Public				

# SCHEDULE OF ACTIVITIES Administrative Officer II, Administrative Aide VI

Date Activities		Persons Responsible/ In-Charge	
May 31 – June 13, 2022	• Submission of Pertinent Papers	Applicants Records Unit	
June 13, 2022	Deadline of Submission	Personnel Unit Records Unit	
June 14 - 15, 2022	Initial Screening of Papers	Personnel Unit	
June 16, 2022	Posting of qualified applicants	Personnel Unit	
June 20 – 21, 2022	Conduct of Written and Practical Examination	Division HRMPSB	
June 27 – 28, 2022	Interview and appreciation of Documents of qualified applicants	Division HRMPSB	
June 29, 2022	Deliberation of Results	Division HRMPSB	
June 30, 2022	Submission of official Results and OSDS approval	Personnel Unit OSDS	
July 4, 2022	Posting of Results	Personnel Unit	

# SCHEDULE OF ACTIVITIES Administrative Assistant III, Administrative Assistant II

Date Activities		Persons Responsible/ In-Charge	
May 31 – June 13, 2022	<ul> <li>Submission of Pertinent Papers</li> </ul>	Applicants Records Unit	
June 13, 2022	Deadline of Submission	Personnel Unit Records Unit	
June 16 – 17, 2022	Initial Screening of Papers	Personnel Unit	
June 20, 2022	Posting of qualified applicants	Personnel Unit	
June 29 – 30, 2022	Conduct of Written and Practical Examination	Division HRMPSB	
July 18-19, 2022	<ul> <li>Interview and appreciation of Documents of qualified applicants</li> </ul>	Division HRMPSB	
July 25, 2022	Deliberation of Results	Division HRMPSE	
July 26, 2022	Submission of official Results and OSDS approval	Personnel Unit OSDS	
July 29, 2022	Posting of Results	Personnel Unit	

## SCHEDULE OF ACTIVITIES Librarian II

Date	Activities	Persons Responsible/ In-Charge
May 31 – June 13, 2022	• Submission of Pertinent Papers	Applicants Records Unit
June 13, 2022	Deadline of Submission	Personnel Unit Records Unit
June 21 – 22, 2022	Initial Screening of Papers	Personnel Unit
June 24, 2022	Posting of qualified applicants	Personnel Unit
June 29 – 30, 2022	Conduct of Written and Practical Examination	Division HRMPSB
July 8, 2022	<ul> <li>Interview and appreciation of Documents of qualified applicants</li> </ul>	Division HRMPSB
July 18, 2022	Deliberation of Results	Division HRMPSB
July 19, 2022	<ul> <li>Submission of official Results and OSDS approval</li> </ul>	Personnel Unit OSDS
July 22, 2022	Posting of Results	Personnel Unit