



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

I, _____, Filipino, of legal age, with permanent address at _____, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ at _____
Position School

Address of School

2. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.

3. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Schools Division of Malabon City through the School Principal, to verify the authenticity of the abovementioned documents.

Signature over printed name

Date

SUBSCRIBED AND SWORN to before me in City / Municipality _____ this ____ day of _____, 2022, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary 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	• Submission of Pertinent Papers	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	• Interview and appreciation of Documents of qualified applicants	Division HRMPSB
July 25, 2022	• Deliberation of Results	Division HRMPSB
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	<ul style="list-style-type: none"> • Submission of Pertinent Papers 	Applicants Records Unit
June 13, 2022	<ul style="list-style-type: none"> • Deadline of Submission 	Personnel Unit Records Unit
June 21 – 22, 2022	<ul style="list-style-type: none"> • Initial Screening of Papers 	Personnel Unit
June 24, 2022	<ul style="list-style-type: none"> • Posting of qualified applicants 	Personnel Unit
June 29 – 30, 2022	<ul style="list-style-type: none"> • Conduct of Written and Practical Examination 	Division HRMPSB
July 8, 2022	<ul style="list-style-type: none"> • Interview and appreciation of Documents of qualified applicants 	Division HRMPSB
July 18, 2022	<ul style="list-style-type: none"> • Deliberation of Results 	Division HRMPSB
July 19, 2022	<ul style="list-style-type: none"> • Submission of official Results and OSDS approval 	Personnel Unit OSDS
July 22, 2022	<ul style="list-style-type: none"> • Posting of Results 	Personnel Unit