

22. Open Ranking

This process covers the pre-evaluation, screening and selection of candidates for appointment.

Office or Division:	Personnel Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	DepEd employees and general public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent	Client
2. Notarized Omnibus Sworn Statement of Authenticity and Veracity of Documents	Records Section
3. CSC Form 212 – Personal Data Sheet	Client
4. Proof of eligibility/PRC license	Client
5. Service record	Client
6. Latest CSC attested Appointment	Client
7. Certificate of Employment	Client
8. Certificate of Outstanding Employee/Teacher/School Head with Memorandum	Client
9. Innovation	Client
10. Research	Client
11. Publication/Authorship,	Client
12. Resource Speakership with Certificate, Memorandum and Travel Order if applicable	Client
13. Transcript of Records (Baccalaureate, Master's Degree or Doctorate, if any)	Client
14. Original Certification of units earned from the Registrar, Masteral/Doctorate TOR must be certified, authenticated and verified by CHED	Client
15. Certificate of Trainings/Seminars with	Client

Memorandum and Travel Order if applicable;				
16. Performance Rating (IPCRF) for the past three (3) consecutive rating periods Note: all documents listed above must be 2 certified copies)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete documentary requirements within the prescribed timeline from the applicant	Receive the complete documents and forward to the Personnel Section.	None	40 minutes	Records Personne/ Administrative Aide VI
	Evaluate the documents submitted as to completeness	None	7 hours	Personnel Section
	Conduct preliminary evaluation of qualification of all applicants	None	7 days	Personnel Section
	Prepare a list of qualified applicants	None	5 days	Personnel Section
	Notify the applicants	None	1 day	Personnel Section
	Evaluation and deliberation of points	None	1 day	Personnel Section/AO V/ASDS
	Submit the list of candidates recommended for appointment to the appointing authority	None	5 days	Personnel Section/AO V/ASDS
TOTAL:		None	20 days	