



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF DAPITAN CITY**  
**Office of the Schools Division Superintendent**

March 9, 2023

Division Memo.  
No. III s. 2023

**ADOPTION OF THE BACKGROUND INVESTIGATION FORM**

To: The Personnel Selection Board  
This Division

1. To ensure better results in the selection process in hiring Teaching and Non-Teaching Personnel of this division and to filter out the resumes of the applicants in terms of its authenticity in order to avoid fraudulent, exaggeration and misinterpretation of information that redound to hiring the right person for the job, this office requires the conduct of the "background investigation", to the candidates who falls under the short list.
2. Annex A contains the rationale and the process for which the background investigation is to be conducted. Annex B is the BC Form 1 (Applicant's Consent form for Background Check) and Annex C is BC form 2 (Verification and Validation Form).
3. The use of these forms shall be effective immediately.
4. For your information and compliance.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent *FT*



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Department of Education  
Division of Dapitan City

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Annex A

BACKGROUND CHECK

- I. **Introduction.** There is no law in the Philippines that prohibits the conduct of Background Check to applicants by their would-be employer. They are permissible and even a prerequisite before hiring a candidate as a valid manifestation of the employer's management right, just to ensure that the right applicant be hired in the right job. However, RA 10173 (Data Privacy Act of 2013) must be observed and followed.
  
- II. **Why is the Background Check Process important?**
  1. **Improving the Quality of hires.** With background checks, you can filter out the resumes in terms of its authenticity to avoid fraudulent, exaggeration, and misrepresentation of information. This can narrow down the selection to those genuinely right for the job.
  2. **Safety and Security.** Bad hires will threaten the integrity, safety and security of the hiring office.
  3. **Decrease Employee Turn-over.** Bad hires mean a higher turn over rate that could exhaust more resources than necessary of the office. Background check filters the bad hires and bring forward the candidate who will stay in the office for quite a long time.
  
- III. **The Background Check Process.**
  1. **BC Team.** Organization of the Background Check Committee or Team, to verify, authenticate and validate information from the applicant's resume. The committee shall have written authority from the chairman of the selection board.
  2. **Consent Form (BC Form 1).** The applicant must sign a consent form. No Background check shall be done concerning an applicant who failed to sign the consent form.
  3. **Information subject for verification and validation.** BC Form 2 contents the information to be subjected to verification and validation:
    - a. Full Name of the Applicant as stated on official document
    - b. Permanent and Temporary Addresses
    - c. Date of Birth
    - d. Educational Degrees
    - e. Recent Photograph
    - f. Government issued ID
    - g. Experience (Service Record)
    - h. Training Certificates, Recognitions, Letter of Commendation
    - i. No Pending Case



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**Annex B**

**C Form 1** (Applicant's Consent form for Background Check)

**CONSENT**

TOWHOM IT MAY CONCERN:

I \_\_\_\_\_ of legal age, a resident of  
*(Name of Applicant)*  
\_\_\_\_\_ and an applicant for the \_\_\_\_\_  
*(Address)* *(Position Applied for)*  
of DepEd, Dapitan City Division, do hereby grant, allow and give consent to the Selection Board of DepEd, Dapitan City, to verify, authenticate and validate the information stated/provided in the resume I submitted in adherence to RA10173 known as the Privacy Act 2013 in the following areas:

1. Full Name
2. Permanent or Temporary Address
3. Date of Birth
4. Educational Degrees
5. Recent Photograph
6. Government issued ID
7. Experience (Service Record)
8. Training Certificates, Recognitions, and Letter of Commendations
9. No Pending Case

I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2023 at Dapitan, Philippines.

\_\_\_\_\_  
Signature of Applicant over Printed Name



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**Annex C**

**BC Form 2** (Verification and Validation Form)

Information to be validated	Means of Verification (MOV's)	Remarks and material comments of the Background Investigator
Full name of the applicant as stated on official document	<input type="checkbox"/> Valid LCR Live Birth Certificate <input type="checkbox"/> PSA authenticated LCR <input type="checkbox"/> Marriage Contract (if applicable)	
Permanent and Temporary addresses	<input type="checkbox"/> Community Tax Certificate <input type="checkbox"/> Certificate of Residency issued by the concerned Barangay Captain <input type="checkbox"/> Voter's ID <input type="checkbox"/> Electric/Water Bill	
Date of Birth	<input type="checkbox"/> PSA authenticated LCR	
Educational Degrees	<input type="checkbox"/> Authenticated copy of Transcript of Records with the original copy	
Recent Photograph	<input type="checkbox"/> Photo with a calendar on the background showing the month, day and year.	
Government issued ID	<input type="checkbox"/> Driver's License or any Government ID with Bar Code/National ID	
Experience (Service Record)	<input type="checkbox"/> Previous Employer's Name and Contact Information	
Training Certificates, Recognitions, Letters of Commendation	<input type="checkbox"/> Photocopy of document authenticated by the issuing entity.	



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	<input type="checkbox"/> In the case of certificates issued by a national and or international entity of which authentication is difficult, the applicant can provide the contact person or Link of the program/training participated	
No pending case	<input type="checkbox"/> NBI Clearance <input type="checkbox"/> Court Clearance	

Signature over Printed Name of the BI



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