

# Department of Education

REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY\_

Office of the Schools Division Superintendent

March 9, 2023

Division Memo. No. 11 s. 2023

### ADOPTION OF THE BACKROUND 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, CESQ V

wambel

Schools Division Superintendent







(065) 917-5113



















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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





Sunset Boulevard, Dawo, Dapitan City



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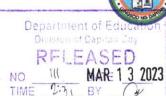














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SCHOOLS DIVISION OF DAPITAN CITY
Annex B
C Form 1 (Applicant's Consent form for Background Check)
CONSENT
TOWHOM IT MAY CONCERN:
I of legal age, a resident
(Name of Applicant)
and an applicant for the
(Address) (Position Applied for)
of Deped, Dapitan 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
<ol> <li>Permanent or Temporary Address</li> <li>Date of Birth</li> </ol>
4. Educational Degrees
5. Recent Photograph
6. Government issued ID
7. Experience (Service Record)
8. Training Certificates, Recognitions, and Letter of Commendations

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

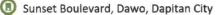
Signature of Applicant over Printed Name



Philippines.



9. No Pending Case





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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	☐ Valid LCR Live Birth Certificate ☐ PSA authenticated LCR ☐ Marriage Contract (if applicable)	
Permanent and Temporary addresses	☐ Community Tax Certificate ☐ Certificate of Residency issued by the concerned Barangay Captain ☐ Voter's ID ☐ Electric/Water Bill	
Date of Birth	☐ PSA authenticated LCR	
Educational Degrees	☐ Authenticated copy of Transcript of Records with the original copy	
Recent Photograph	☐ Photo with a calendar on the background showing the month, day and year.	
Government issued ID	☐ Driver's License or any Government ID with Bar Code/National ID	
Experience (Service Record)	☐ Previous Employer's Name and Contact Information	
Training Certificates, Recognitions, Letters of Commendation	☐ Photocopy of document authenticated by the issuing entity.	





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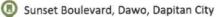
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	certificates issued by a national and or international entity of which authentication is difficult, the applicant can provide the contact person or Link of the program/training participated
No pending case	□ NBI Clearance □ Court Clearance

Signature over Printed Name of the BI









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