



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
DIVISION OF PAGADIAN CITY

DIVISION MEMORANDUM

No. 229, s. 2023

To : Assist. Schools Division Superintendent  
Chief Education Program Supervisor, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Teachers and School Heads (Elementary and Secondary Schools)  
All Others Concerned

Date : September 28, 2023

Subject : **CUSTOMIZED GUIDELINES ON BACKGROUND INVESTIGATION FOR THE REPORT  
OF SHORT-LISTED APPLICANTS TO INCLUDE PROVISIONS ON DATA PRIVACY ACT**

1. The Schools Division of Pagadian City releases this newly crafted Customized Guidelines on Background Investigation for the Report of Short-Listed Applicants to include Provisions on Data Privacy Act, copy attached for the information, authorization for background investigation (Annex A), guidance and compliance of all concerned.
2. The customized guidelines on Background Investigation (BI) shall remove all barriers and discrimination in all personnel and stakeholders in the selection, hiring, appointment and promotion of individuals in the teaching, school administration, teaching-related and non-teaching personnel.
3. Immediate and widest dissemination of this Memorandum is desired.

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

Date signed: \_\_\_\_\_

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**CUSTOMIZED GUIDELINES ON BACKGROUND INVESTIGATION FOR THE REPORT  
OF SHORT-LISTED APPLICANTS TO INCLUDE PROVISIONS ON DATA PRIVACY ACT**

**I. RATIONALE**

The legal meaning of “investigate” is essentially to follow up step by step by patient inquiry or observation. Investigate also means to trace or track; to search into; to find out by careful inquisition; examination; the taking of evidence; a legal inquiry; to make an investigation.

“Investigation” is also described as “an administrative function, the exercise of which ordinarily does not require a hearing . . . an inquiry, judicial or otherwise, for the discovery and collection of facts concerning a certain matter or matters” (Cariño v. Commission on Human Rights, G.R. No. 96681, 02 December 1991).

Based on the need of the position in question, Schools Division Superintendent may create Background Investigation Team and determine the kind of searches to include in background investigations. Employer may investigate past employment to verify a prospective employee's previous work experience, capability, the positions held and even salary information.

There are no laws under the Philippine Labor Code prohibiting conducting a background check on the applicants. But the country has a Data Privacy Act that puts specific limitations on pre-employment background checks in the Philippines.

Aligned to the Republic Act 10173 - Privacy Act of 2012, SDO-Pagadian City involves checking the information provided by the client on the data subject such as family, educational/professional background, and previous employment, among others, to determine whether the information provided by the data subject are truthful and accurate. Usually, verifies the addresses, offices or establishment provided by the data subject and conducts discreet verification of the information provided.

The personal information shall be held under strict confidentiality and shall be used only for the declared purpose. Likewise, the immediately preceding sections are not applicable to processing of personal information gathered for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject.

Strict but friendly Background Investigation guidelines of the SDO-Pagadian City shall be adhered and disseminated to the field through online, onsite and posted in the conspicuous areas/places for awareness and appreciation.

The Department of Education through Schools Division Office (SDO) of Pagadian City is in need of conducting Background Investigation in order to hire teachers and other personnel who are fit to work, character wise, and passion of work.

**II. COVERAGE**

This policy customized guidelines on Background Investigation for the report of short-listed applicants to include provisions on Data Privacy Act cover all applicants and existing teachers and

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employees of SDO, Pagadian City teaching, teaching-related and non-teaching personnel regardless of employment status.

### III. POLICY STATEMENT

This policy guideline on Background Investigation applies to applicants who go through SDO-Pagadian City hiring process. It may also apply to appointment, and promotion of individuals in the teaching, school administration, related teaching and non-teaching positions in the different offices and schools. All applicants are required background check before this office hires them. The Schools Division Superintendent through the BI Team will inform the applicants that background check is require in the position they are applying. Customized template for investigation purposes shall be used by the BI Team for them to be guided on the process.

### IV. GENERAL GUIDELINES

The following Customized Guidelines on Background Investigation to include Provisions on Data Privacy Act shall be strictly adhered to by SDO-Pagadian City during the recruitment, selection, and promotion proceedings. The vital role of BI Team is to ensure that personal information gathered shall not be communicated, it should be secured and protected. This shall ensure at all times the confidentiality of any personal information that comes to its knowledge and possession.

### V. SUPPLEMENTAL CUSTOMIZED POLICY GUIDELINES

The conduct of Background Investigation (BI) to all applicants for hiring/placement and promotion shall be further strengthened by Schools Division Office (SDO) of Pagadian City. The objective of this procedure is to gather information to further gauge the applicant's leadership and core competencies which may include, but not limited to performance, work attitude, and integrity (character and reputation) from the present and previous immediate superiors, peers and subordinates who closely worked with the applicant. The result of which shall be evaluated and verified to validate the means thereof. This may be used for future reference.

### VI. ENFORCEMENT

The customized guidelines on background investigation for the report of short-listed applicants to include provisions on data privacy act of Schools Division of Office (SDO) of Pagadian City shall guide its personnel and stakeholders in the selection, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching and non-teaching positions in the different offices and schools.

This customized guidelines of SDO, Pagadian City shall take effect immediately upon issuance and shall remain enforced unless superseded and or rescinded by an appropriate issuance.

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

Date signed: \_\_\_\_\_

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Annex A

**AUTHORIZATION FOR BACKGROUND INVESTIGATION**

Directions: Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.

I, \_\_\_\_\_, hereby authorize Schools Division Office, Pagadian City through its "Investigation Team" to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position to which I am applying. I consent to the processing of my personal information that is necessary and relevant to evaluate my application. I understand that SDO, Pagadian City may also utilize an outside firm/s to assist it in checking the veracity of information, authenticity of documents submitted and I specifically authorize such investigation team authorized by this division. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed.

**Please list 3 character references who can be any of the following:**

1. Neighbor - not related to the concerned applicants or employees by affinity and consanguinity.
2. Former employer - HR or company representative who can provide best insight into your work ethics and previous performance/achievements.
3. Supervisor - Any people who spent time working with you and oversees your performance on the job.
4. Colleague - Someone you worked alongside at a previous job.
5. Government Employee/Teacher - If you're a recent, a teacher or professor who taught a course that is pertinent to your major.
6. Advisor - Academic university advisory who can talk who you were as a student.

Nr	Name	Relationship	Email Address	Contact Number
1.				
2.				
3.				

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

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