

R E S T R I C T E D

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON AT KULTURA
Department of Education and Culture
MAYNILA
Manila

TANGGAPAN NG KALIHIM
Office of the Secretary

February 14, 1975

DEPARTMENT ORDER
No. 7, s. 1975

NISA CLEARANCE
AS REQUIRED BY CIVIL SERVICE COMMISSION

To All Bureau Directors,
Heads of Offices and the
Coordinator, State Colleges & Universities:

1. It has been observed that action on appointments to any position in the civil service and the payment of salaries of appointees concerned, especially those who have pending appointments as classroom teachers in the provinces, are delayed in view of their failure to present the required NISA clearance as required by Memorandum Circular No. 3, dated August 28, 1974 of the Civil Service Commission.

2. In the interest of the service and in order not to delay the processing of appointments pending submission of NISA clearance, the following procedures and guidelines are hereby prescribed:

a. Every appointee shall accomplish properly in duplicate copy the attached Personal History Statement to be enclosed with the appointment papers submitted by the head of the office or division superintendent of schools concerned. Said copies of Personal History Statement shall be endorsed to this Office in accordance with the attached transmittal letter.

b. The Intelligence and Security Unit of the Department of Education, in accordance with Department Order No. 35, s. 1974, shall be responsible in coordinating with the NISA relative to the expeditious issuance of NISA clearance.

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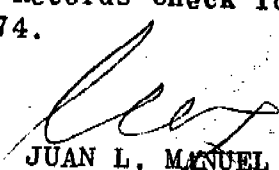
R E S T R I C T E D

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c. Pending the results of the request for NISA clearance to be transmitted by the NISA to the Civil Service Commission; the Commission will process appointments, provided that it can be shown that a formal request has been filed with the National Intelligence and Security Authority as shown in the attached form letters of this Office. The appointment then is considered under temporary status by the Civil Service Commission.

d. In case the appointee has no derogatory information from the NISA, and upon receipt thereof by the Civil Service Commission, the status of such appointment will be automatically changed from temporary to permanent.

3. This amends the Security Records Check form enclosure to Department Order No. 35, s. 1974.


JUAN L. MANUEL
Secretary

Encl.: a/s

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R E S T R I C T E D

D. O. No. 6, s. 1975

5. All students are required to participate in the homeroom activities. Homeroom leaders may be elected to plan and manage the activities in consultation with the homeroom advisers.
6. The homeroom activities are categorized as follows:
 6. a - Personality Development
 - a1 - Self Understanding
 - a2 - Understanding of the environment; people and social systems
 6. b - Leadership and citizenship Training
 - b1 - Understanding of the ideals and goals of the New Society
 - b2 - Active involvement in carrying out the ideals and goals of the New Society
 6. c - Career Development
 - c1 - Knowledge about the occupation, vocations and professions
 - c2 - Planning for the future
7. It is desired that the contents of this Department Order be disseminated to all concerned for strict compliance.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON AT KULTURA
Department of Education and Culture
MAYNILA
Manila

TANGGAPAN NG KALIHIM
Office of the Secretary

Dear Sir:

This Office is furnishing you a copy of its transmittal letter dated _____ to the Director General, National Intelligence and Security Authority (NISA), thru the Director, CISA, Quezon City in connection with the request for NISA clearance of _____ as required by existing regulations of the Civil Service Commission, Quezon City.

The CISA acknowledged receipt of the same on _____.

The results will be transmitted to the Commissioner of Civil Service, Quezon City, by the CISA and this Office will be advised accordingly.

His/Her appointment papers, therefore, may be given due course to the Civil Service Commission in accordance with that Office's Memorandum Circular No. 4, s. 1974, dated October 15, 1974.

Very truly yours,

For the Secretary of Education and Culture:

GREGORIO C. EVANGELISTA
Chief, PSCS Division (BPrS)
and concurrently
Chief, Intelligence & Security Unit (DEC)

Encl.:a/s

(Inclasure No. 3 to Dept. Order No. 7 , s. 1975)

SAMPLE FORM LETTER

PERSONAL HISTORY STATEMENT

(To be submitted in duplicate copies to the Chief, Intelligence and Security Unit, Dept. of Education and Culture, Manila for transmittal to the Director General, NISA Quezon City per Dept. Order No. 7, s. 1975. This PHS is for NISA clearance purposes as required by the Civil Service Commission)

INSTRUCTIONS: Print clearly in ink. Use additional sheets if necessary.

FULL NAME: (Last Name) (First Name) (Middle Name)

IF MARRIED WOMAN, STATE MAIDEN NAME:

PHYSICAL DESCRIPTION: Sex: Height: ft in. Wt. Eyes: Hair: Complexion: Built:

Other distinguishing features:

PERSONAL DATA: Date of Birth: Place of Birth: Citizenship: Acquired Birth/Naturalization: Status:

If Married, Name of spouse:

Present Address: Tel. No:

Provincial Address: Tel. No:

Business Address: Tel. No:

Children or Dependents and Date of Birth:

Name of Father: Address:

Name of Mother: Address:

Name of Father-in-Law: Address:

Name of Mother-in-Law: Address:

EDUCATIONAL BACKGROUND: Table with columns: School, Inclusive Dates, Course Taken, Remarks. Rows: Elementary, High School, College, Postgraduate.

CIVIL SERVICE ELIGIBILITIES:

EMPLOYMENT HISTORY: History of employment, since 15th birthday, whether on a permanent, temporary or casual basis. Include employment by a foreign gov't

Table with columns: Inclusive Dates, Position, Employer, Employer's Address, Cause of Separation

CLUBS, SOCIETIES, AND ORGANIZATIONS: List names and address of all clubs, societies, employee groups, organization. Include foreign or international organizations.

Table with columns: Organization, Inclusive Dates, Address

CHARACTER AND CREDIT REFERENCES: Give the names of five(5) persons who know you intimately in the Philippines. (Do not give name of relatives, employers or supervisors)

Table with columns: NAME, ADDRESS, OCCUPATION

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RESIDENCES OF MORE THAN SIX (6) MONTHS DURATION FROM 15th BIRTHDAY:

<u>Inclusive Dates</u>	<u>Complete Address</u>

TRAVEL ABROAD:

<u>Inclusive Dates</u>	<u>Countries and Address</u>	<u>Purpose</u>

ACTIVE PHILIPPINE OR FOREIGN MILITARY SERVICE:

What Country: _____ Highest Rank: _____ ASN _____

Military History: (Use additional sheet if necessary)

<u>Dates</u>	<u>Rank</u>	<u>Position</u>	<u>Purpose</u>

GENERAL QUALIFICATION: Language, Dialects and Degree of Proficiency, oral or written: _____

Hobbies: _____ Sports: _____

Skills: _____

Honor & Awards: _____

Publications & Inventions: _____

Physical handicap or disability: _____

CRIMINAL RECORDS:

Have you ever been arrested, indicted or convicted of any violation of law or accused in any administrative proceeding, other than minor traffic violations? If so, name of court or administrative board, nature of offense and disposition of case: _____

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, BELIEF AND ABILITY.

SIGNED AT: _____

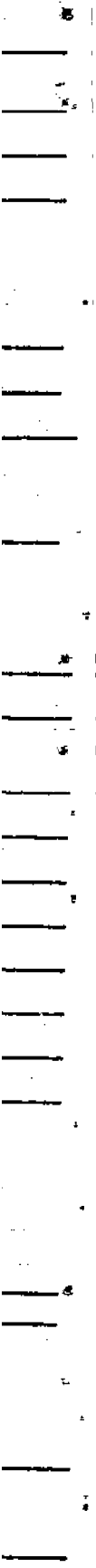
DATE: _____



(Signature of Person Accomplishing the form)

Noted:

For the Secretary of Education and Culture:



PERSONAL HISTORY STATEMENT

(To be submitted in duplicate copies to the Chief, Intelligence and Security Unit, Dept. of Education and Culture, Manila for transmittal to the Director General, NISA Quezon City per Dept. Order No. 7, s. 1975. This PHS is for NISA clearance purposes as required by the Civil Service Commission)

INSTRUCTIONS: Print clearly in ink. Use additional sheets if necessary.

FULL NAME: _____
(Last Name) (First Name) (Middle Name)

IF MARRIED WOMAN, STATE MAIDEN NAME: _____

PHYSICAL DESCRIPTION: Sex: _____ Height: _____ ft _____ in. Wt. _____
Eyes: _____ Hair: _____ Complexion: _____ Built: _____
Other distinguishing features: _____

PERSONAL DATA: Date of Birth: _____ Place of Birth: _____
Citizenship: _____ Acquired Birth/Naturalization: _____ Status: _____

If Married, Name of spouse: _____

Present Address: _____ Tel. No: _____

Provincial Address: _____ Tel. No: _____

Business Address: _____ Tel. No: _____

Children or Dependents and Date of Birth: _____

Name of Father: _____ Address: _____

Name of Mother: _____ Address: _____

Name of Father-in-Law: _____ Address: _____

Name of Mother-in-Law: _____ Address: _____

EDUCATIONAL BACKGROUND:	School	Inclusive Dates	Course Taken	Remarks
Elementary:	_____	_____	_____	_____
High School:	_____	_____	_____	_____
College:	_____	_____	_____	_____
Postgraduate:	_____	_____	_____	_____

CIVIL SERVICE ELIGIBILITIES: _____

EMPLOYMENT HISTORY: History of employment, since 15th birthday, whether on a permanent, temporary or casual basis. Include employment by a foreign gov't
Inclusive Dates Position Employer Employer's Address Cause of Separation

CLUBS, SOCIETIES, AND ORGANIZATIONS: List names and address of all clubs, societies, employee groups, organization. Include foreign or international organizations.

Organization Inclusive Dates Address

CHARACTER AND CREDIT REFERENCES: Give the names of five (5) persons who know you

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What Country: _____ Highest Rank: _____ ASN _____

Military History: (Use additional sheet if necessary)

<u>Dates</u>	<u>Rank</u>	<u>Position</u>	<u>Purpose</u>

GENERAL QUALIFICATION: Language, Dialects and Degree of Proficiency, oral or written: _____

Hobbies: _____ Sports: _____

Skills: _____

Honor & Awards: _____

Publications & Inventions: _____

Physical handicap or disability: _____

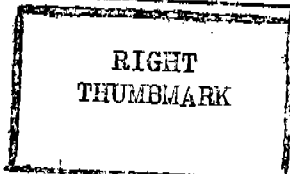
CRIMINAL RECORDS:

Have you ever been arrested, indicted or convicted of any violation of law or accused in any administrative proceeding, other than minor traffic violations? If so, name of court or administrative board, nature of offense and disposition of case: _____

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, BELIEF AND ABILITY.

SIGNED AT: _____

DATE: _____



(Signature of Person Accomplishing the form)



