(Date)

**(Name)**

(Address)

[(Email](mailto:glenda.lumanta@deped.gov.ph) address)

Dear **Mr/Ms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

Please be informed of the results of the initial evaluation of your qualifications vis-à-vis the Civil Service Commission (CSC) approved-Qualification Standards (QS) of **(vacant position)** position under **(division)** as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied for** | **CSC-approved QS of the Position** | **Your Qualifications** | **Remarks/ Details** |
| **(Position)**  (Plantilla item no.) | **Education:** |  |  |
| **Experience:** |  |  |
| **Training:** |  |  |
| **Eligibility:** | ) |  |

While your qualifications made a favorable impression, we regret to inform you that you did not meet the minimum QS set for **(vacant position)** position. You may, however, continue to submit job applications in response to other vacancy announcements that we publish at [www.csc.gov.ph/careers](http://www.csc.gov.ph/careers), DepEd bulletin boards, depedcalabarzon.ph (official website), and DepEd R-4A Calabarzon (FB page).

The results of the initial evaluation shall be released and posted for transparency purposes. You may refer to your assigned application code **(application code)** in the official posting of the results.

Thank you and we wish you the best of luck in your future success.

Very truly yours,

**\_\_NAME\_\_\_\_\_**

HRMO