

DepEd Online Application System Frequently Asked Questions #3

(We use Facebook for Information dissemination only. Questions and clarifications must be sent to depedhris.twg@gmail.com for proper documentation and action)

Reminder for applicants:

1. Ensure that you have selected at least one (1) position you are applying for. For teacher-applicants, make sure the right Division Office is selected in order for your data to be sent to them accordingly.
2. Please check all data encoded. If some data are missing after saving, please read FAQs#2 for instructions.
3. Please read ALL the messages that will appear on your screen and understand them.

Q1. 404 Not Found error

<http://application.deped.gov.ph> is always open, unless it is specified that we are doing maintenance. If you got this error, check/refresh your internet connection or refresh / reload your browser. If you experience this for at least 30 minutes, please report immediately by emailing depedhris.twg@gmail.com.

Q2. Paano ko malalaman na successful ang pag-submit ko ng aking PDS online?

To check if your PDS had been successfully submitted, please visit your dashboard and you will find only two (2) buttons: (1) Blue **Re-Open button** below your name and (2) Green **Next** button below the position applied for. If the **'Add'** button is visible beside the 'Next' button, then it is not yet / not successfully submitted. Reminding again to make sure to choose the correct Region and Division and select Teacher I before submitting your PDS.

Q3. I have already submitted my application, how can i edit my e-pds? / Just want to ask if how am I going to edit my application. I need to edit the position area but I couldn't. / ang problema ko po is hindi po ma-update ang data na nilalagay ko at wala pong SAVE button once tapos ko na po siyang ma-edit

Inability to edit your data or position applied for or when **'Save'** button goes missing, means you already submitted you application. Just reminding you that when you submitted you online PDS you passed through 2 levels of security question telling you that you can no long edit your PDS including the apply position dashboard.

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What you can do is to click the button to 'Re-open PDS'. You will be asked to provide reason why you want to Re-open your PDS. Please be informed that the request is subject to approval, hence not all request will be approved.

Q4. "Everytime I click the SUBMIT button lage pong nirereply ay Please enter your Birthdate/Tin.Pag na encode ko naman po then I click submit button again ang lage pong sinasabi ng dialog box ay Your PDS has been successfully saved!.Ibig po bang sabihin nito ay nasubmit nayung PDS ko and wait for 48 hours or or hndi pa?Anu po bang dapat kung gawin?"

This is a technical error that we are currently working on. Please watch out for the notification in the website if this had been resolved.

Q5. "The verification email was already sent to my email but the problem this time is that when I click "here" the page of it doesn't appear any messages like 'Congratulations!' I just saw the logo of DepEd and also the Register on the other side. What will I do?"

Remember that the verification email tests if the email address that you registered into the system is valid or not. Technically, this is a **positive** response from the system. A click to the word '**here**' meant that the email address registered is valid and can now create their PDS. What the applicant can do is to re-load the page again until they can see the application page, enter their username and password the registered and click '**Sign In**' to start encoding their PDS.

Q6. "Can I register using another email because there is still no verification email being sent to me?"

Here are the possible reasons why you haven't received your **verification email**:

1. You registered an email address that do not exist. We'd like to stress that the DepEd Online Application System **DO NOT ISSUE** or **CREATE email address**. Hence, if you registered yourname@deped.gov.ph but is **not** a DepEd employee we can guarantee you that you will never ever get your verification email. Same goes for registering a @yahoo.com / @ymail.com / @gmail.com / @hotmail.com / @rocketmail.com / @msn.com / @outlook.com / @live.com [which are valid email

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domain] but the account is never created in those sites are considered invalid and non-existent email addresses.

2. You registered an email address that you no longer have access to due to forgotten password. We suggest that you create a new email address first.

3. You registered an email address that you still know the password but never accessed for a long time. We suggest that you create a new email address first.

4. You registered an email address that is not existing but incorrectly spelled (but hard to prove by yourself). [yourname@gmail.com / yourname@yahoo00.com / yourname@yahoo.com / yourname@gmail.com]

5. You are subscribed to email filtering system like **Boxbe**, **SpamArrest**, **ZoneAlarm** and the like. We do not subscribe to such, hence you will never receive our email.

Hence, you are advised to **register again** using an existing email address. Also, if you **registered before April 16 and haven't received your verification email**, you are also advised to **register again**.

Q7. I accidentally submitted my PDS but I was not yet finished filling out all the information. What should I do.

Please login to your account and check your dashboard. If you have successfully submitted your PDS before you should find the 'Re-open PDS' button below your name that will allow you to send a request for your PDS to be re-opened again for editing. Be reminded that this request is **subject to approval**. You will be asked to state the reason why you are requesting for the re-opening of your PDS.

Q8. I missed filling up the position I am applying for before proceeding with the online PDS. How can I solve this issue?

Please login to your account and check your dashboard. If you have successfully submitted your PDS before you should find the 'Re-open PDS' button below your name that will allow you to send a request for your PDS to be re-opened again for editing. Be reminded that this request is **subject to approval**. You will be asked to state the reason why you are requesting for the re-opening of your PDS.