

Department of Education Region V

SCHOOLS DIVISION OF SORSOGON

November 7, 2024

DIVISION MEMORANDUM NO. <u>260</u>, s. 2024

UPDATED LIST OF REQUIREMENTS FOR APPOINTMENT (DUE TO THE ADDITION OF IPCRF AND COMPARATIVE ASSESSMENT RESULTS IN THE PROMOTIONAL APPOINTMENTS, AND OTHER UPDATES)

To: Public Schools District Supervisors and OIC-PSDSs School Heads, Public Elementary and Secondary Schools Concerned Teaching and Non-Teaching Personnel

This is to inform all concerned that as required by the Civil Service Commission – Sorsogon Field Office, these are the latest updates on the requirements for appointments for substitute, casual, provisional, and permanent appointments (newly hired, promotion, transfer, and reclassification of positions) as of November 2024.

Attached in this Memorandum is a sample copy of the accomplished CSC Form 212 Revised 2017 (Personal Data Sheet) for your reference. All appointees are advised to have their PDS checked first at the SDO Personnel Section before having them notarized.

The forms for Appointment are available for download from this link: https://tinyurl.com/3zen5mbw, or scan this QR Code:









Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 Landline: (056) 211-6461

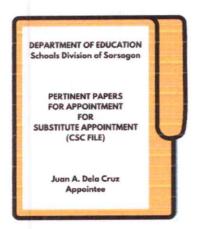


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SCHOOLS DIVISION OF SORSOGON

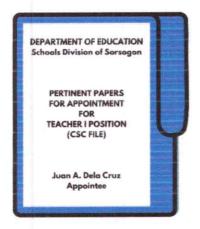
FOLDERS FOR APPOINTMENT (DOCUMENTS INSIDE THE FOLDER MUST BE SECURED BY A FASTENER ON THE TOP-CENTER PART)

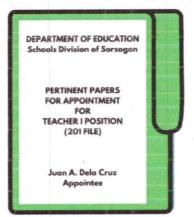
SUBSTITUTE APPOINTMENT:





PERMANENT, PROVISIONAL, and CASUAL APPOINTMENTS:











Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

Landline: (056) 211-6461 Email: sorsogon@deped.gov.ph

Website: depedsorsogon.com.ph



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Indicated below are the updated list of requirements for appointment:

a) Requirements for Substitute Appointment.

YELLOV	W FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Approved Action Slip	1 copy	Signed CS Form No.
			211 Revised 2018
1 copy	Approved CS Form No. 6		(Medical Certificate)
	(Leave Form) of the		
	Incumbent	1 copy	Updated Service
			Record (except for first
2 copies	Accomplished CS Form		time appointees)
	No. 32 Revised 2018		
	(Oath of Office)	1 copy	Photocopy of the Last
			Approved
2 copies	Accomplished CS Form		Appointment, if any
	No. 212 Revised 2017		
	(PDS) signed by a Public	1 copy	Photocopy of the PRC
	Attorney / Notary Public		License
2 copies	Accomplished	1 copy	Photocopy of the PRC
	Attachment to CS Form		Certificate of Good
	No. 212 (Work		Standing
	Experience Sheet)		
		1 copy	Photocopy of the PRC
1 copy	PRC License (for original		Certificate of Rating
	appointments and		
	renewed licenses, the	1 copy	Photocopy of the Latest
	photocopied license		Transcript of Records
	must be authenticated		
	by the PRC)	1 copy	For Senior High







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YELLO	W FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		School TVL Track: Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand
1 сору	PRC Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 сору	Photocopy of the Latest Transcript of Records		
1 сору	For Senior High School TVL Track: TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by		







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YELLO	V FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	TESDA)		

b) Requirements for Permanent Appointment (Newly Hired Teaching and Non-Teaching Personnel in Elementary, Junior High School, and Senior High School / First time in Government Service).

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment	1 сору	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 сору	Clearance from Previous Employer
		1 copy	Photocopy of Last
2 copies	Accomplished CS Form		Approved
	No. 212 Revised 2017 (PDS) signed by a Public		Appointment, if any
	Attorney / Notary Public	1 copy	Photocopy of the CSC Certificate of Eligibility
2 copies	Accomplished		
	Attachment to CS Form	1 copy	Photocopy of the PRC
	No. 212 (Work		License
	Experience Sheet)		
		1 copy	Photocopy of the PRC







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BLUE	FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	CSC Certificate of		Certificate of Good
	Eligibility – applicable		Standing
	for non-teaching		
	personnel only, except	1 copy	Photocopy of the PRC
	when the appointee is		Certificate of Rating
	RA 1080 eligible (must		
	be authenticated by	1 copy	Photocopy of the Latest
	CSC)		Transcript of Records
			NDI GI
1 copy	FOR PRC LICENSE	1 copy	NBI Clearance
	HOLDERS: PRC License	1	OS Form No. 011
	(for original appointments and	1 copy	CS Form No. 211
	renewed licenses, the		Revised 2018 (Medical Certificate)
	photocopied license		Certificate)
	must be authenticated	1 copy	X-Ray Result
	by the PRC)	гсору	71 Ray Robart
		1 copy	Drug Test Result
1 copy	FOR PRC LICENSE		
13	HOLDERS: PRC	1 copy	Hematology Result
	Certificate of Good		
	Standing (for original	1 copy	Urinalysis Result
	appointments and	2004.4.5	
	renewed licenses, the	1 copy	Neuro-Psychiatric
	photocopied certificate		Exam Result
	must be authenticated		
	by the PRC)	1 copy	Photocopy of the Latest
			Transcript of Records
1 copy	FOR PRC LICENSE		
	HOLDERS: PRC	1 copy	For Senior High







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BLUE	FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		School TVL Track: • TEACHER I – Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		• TEACHER II to MASTER TEACHER II – Photocopy of the
1 сору	Latest Transcript of Records (authenticated by the School/Issuing Institution)		TESDA NC II relevant to the Bachelor's degree and the TVL Strand +
1 сору	PSA Marriage Contract (for female appointees only, if applicable)		Trainer's Methodology Certificate
1 copy	For Senior High School TVL Track: • TEACHER I - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by		







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BLUE FOLDER (CSC FILE)		GREEN I	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	TESDA) • TEACHER II to MASTER TEACHER II – TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)		

c) Requirements for the Renewal of Senior High School Appointment (renewal of provisional appointment or change of status from provisional to permanent).

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 сору	PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of
2 copies	Accomplished CS Form		provisional







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BLUE	FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	No. 212 Revised 2017		appointment only)
	(PDS) signed by a Public		
	Attorney / Notary Public	1 copy	Photocopy of Last
			Approved Appointment
2 copies	Accomplished		
	Attachment to CS Form	1 copy	Photocopy of the PRC
	No. 212 (Work		License (if applicable)
	Experience Sheet)		
		1 copy	Photocopy of the PRC
1 copy	FOR PRC LICENSE		Certificate of Good
	HOLDERS: PRC License		Standing (if applicable)
	- for LET passers only		
	(must be authenticated	1 copy	Photocopy of the PRC
	by the PRC)		Certificate of Rating (if applicable)
1 copy	FOR PRC LICENSE		
	HOLDERS: PRC	1 copy	Photocopy of the Latest
	Certificate of Good	1.0	Transcript of Records
	Standing – for LET		
	passers only (must be	1 copy	Updated Service
	authenticated by the		Record
	PRC)		
		1 copy	For Senior High
1 copy	FOR PRC LICENSE		School TVL Track:
	HOLDERS: PRC		• TEACHER I –
	Certificate of Rating – for		Photocopy of the
	LET passers only (must		TESDA NC II
	be authenticated by the		relevant to the
	PRC)		Bachelor's
			degree and the







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BLUE	FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		TVL Strand • TEACHER II to MASTER
1 сору	Latest Transcript of Records (authenticated by the School/Issuing Institution)		TEACHER II – Photocopy of the TESDA NC II relevant to the Bachelor's
1 сору	PSA Marriage Contract (for female appointees only, if applicable)		degree and the TVL Strand + Trainer's Methodology Certificate
1 copy	For Senior High School TVL Track: • TEACHER I - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) • TEACHER II to MASTER TEACHER II - TESDA NC II relevant to the Bachelor's degree and the TVL		Certificate









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BLUE F	OLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)		

d) Requirements for Appointment due to Transfer (for secondary appointees, and transfer from another division/agency only).

BLU	BLUE FOLDER (CSC FILE)		N FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 сору	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment and/or Latest Endorsement	1 сору	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment and/or Latest Endorsement
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	2	For transferees within the division:
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public	3 copies	Original copies of School Clearance (CS Form No. 7 Revised 2018)







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BLU	E FOLDER (CSC FILE)	GREE	N FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Attorney / Notary Public	1 copy	Photocopy of Last
			Approved Appointment
2 copies	Accomplished Attachment		
	to CS Form No. 212 (Work	1 copy	Photocopy of the CSC
	Experience Sheet)		Certificate of Eligibility
1 сору	CSC Certificate of	1 copy	Photocopy of the PRC
	Eligibility – applicable for		License
	non-teaching personnel only, except when the	1 copy	Photocopy of the PRC
	appointee is RA 1080	Гсору	Certificate of Good
	eligible (must be		Standing
	authenticated by CSC)		B
		1 copy	Photocopy of the PRC
1 copy	PRC License (must be		Certificate of Rating
N/5 ya!	authenticated by the PRC)		
		1 copy	Original copies of the
1 copy	PRC Certificate of Good		Updated Service Record
	Standing (must be		reflecting the Last Day
	authenticated by the PRC)		of Service from the
			previous division /
1 copy	PRC Certificate of Rating		agency.
	(must be authenticated by		DI - 1 - 1 - 1 - 1 - 1
	the PRC)	1 copy	Photocopy of the Latest
1 сору	Accomplished CS Form		Transcript of Records
т сору	No. 1, s. 2017 (Position		For transferees from
	Description Form)		another division /
			agency:
1 copy	Latest Transcript of		3







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BLU	E FOLDER (CSC FILE)	GREE	N FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 сору	Records (authenticated by the School/Issuing Institution) PSA Marriage Contract (for female appointees only, if applicable)	3 copies 2 copies	Original copies of Division Clearance (CS Form No. 7 Revised 2018) Original copies of the Updated Service Record
1 сору	For Senior High School TVL Track: • TEACHER I - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) • TEACHER II to MASTER TEACHER II -	1 copy	reflecting the Last Day of Service from the previous division / agency. Photocopy of the Latest Transcript of Records For Senior High School TVL Track: • TEACHER I – Photocopy of the TESDA NC II
	TEACHER II – TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)		relevant to the Bachelor's degree and the TVL Strand • TEACHER II to MASTER TEACHER II – Photocopy of the TESDA NC II relevant to the







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BLUE	BLUE FOLDER (CSC FILE)		N FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
			Bachelor's degree and the TVL Strand + Trainer's Methodology Certificate
			Other requirements for transfer of salary

e) Requirements for Appointment due to Promotion.

BLU	BLUE FOLDER (CSC FILE)		N FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 сору	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment	1 сору	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 сору	Photocopy of Last Approved Appointment if any
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public	1 сору	Photocopy of CSC Certificate of Eligibility
	Attorney / Notary Public	1 copy	Photocopy of the PRC License







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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 сору	Photocopy of the PRC Certificate of Good Standing
1 copy	CSC Certificate of Eligibility – applicable for non-teaching personnel only, except when the appointee is RA 1080	1 copy	Photocopy of the PRC Certificate of Rating Updated Service Record
	eligible (must be authenticated by CSC)	1 сору	Photocopy of the Latest Transcript of Records
1 сору	PRC License (must be authenticated by the PRC)	1 copy	IPCRF <u>Summary</u> for the last three (3) rating
1 сору	PRC Certificate of Good Standing (must be		period
1 сору	authenticated by the PRC) PRC Certificate of Rating	1 copy	Comparative Assessment Result
Гсору	(must be authenticated by the PRC). For PBET eligible, please attach the CSC Certificate (must be authenticated by CSC).	1 сору	For Senior High School TVL Track: • TEACHER I – Photocopy of the TESDA NC II relevant to the
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		Bachelor's degree and the TVL Strand • TEACHER II to







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BLU	E FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 сору	Latest Transcript of Records (authenticated by the School/Issuing Institution)		MASTER TEACHER II – Photocopy of the TESDA NC II relevant to the
1 сору	PSA Marriage Contract (for female appointees only, if applicable)		Bachelor's degree and the TVL Strand + Trainer's Methodology
1 сору	IPCRF <u>Summary</u> for the Last 3 Rating Period (authenticated by the Division HRMO)		Certificate
1 сору	Comparative Assessment Result (authenticated by the Division HRMO)		
1 сору	For Senior High School TVL Track: • TEACHER I - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) • TEACHER II to MASTER TEACHER II -		







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BLUE I	FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)		

f) Requirements for Appointment due to Reclassification of Positions (with Approved NOSCA).

BLUE FOLDER (CSC FILE)		GREE	N FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Photocopy of Approved ERF (except for HTs, MTs, and School Principals)	1 copy	Photocopy of Approved ERF (except for HTs, MTs, and School Principals)
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Last Approved Appointment
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public	1 сору	Photocopy of the PRC License
	Attorney / Notary Public	1 copy	Photocopy of the PRC







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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Certificate of Good Standing Photocopy of the PRC
1 сору	PRC License (must be authenticated by the PRC)	1 сору	Certificate of Rating Updated Service Record
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 сору	Photocopy of the Latest Transcript of Records
1 copy	PRC Certificate of Rating (must be authenticated by the PRC). For PBET eligible, please attach the CSC Certificate (must be authenticated by CSC).		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)		
1 сору	PSA Marriage Contract (for female appointees		







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BLU	E FOLDER (CSC FILE)	GREEN	FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	only, if applicable)		

g) **Requirements for Casual Appointments.** For Casual Appointments, the Plantilla of Casual Appointments shall now be prepared by the SDO Personnel Section. The appointee shall come to this Office to sign and claim the signed copy of the Plantilla/Appointment.

BLU	E FOLDER (CSC FILE)	GREE	N FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Certification from the School Head that the Recommendee/Appointee is not related to him/her within the 3 rd degree of affinity or consanguinity,	1 сору 1 сору	Photocopy of Latest Approved Appointment as Casual (except for original appointments)
2 copies	corroborated by the teachers Accomplished CS Form No. 32 Revised 2018 (Oath of Office)		
2 copies 2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by the Public Attorney / Notary Public Accomplished Attachment		







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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	to CS Form No. 212 (Work Experience Sheet)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form) for Administrative Aide I position		

For information and wide dissemination.

WILLIAM F. GANDO, CESO VI Schools Division Superintendent







Landline: (056) 211-6461 Email: sorsogon@deped.gov.ph Website: depedsorsogon.com.ph CS Form No. 212 Revised 2017 PERSONAL DATA SHEET WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned. READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID No. (Do not fill up. For CSC use only) DE LA CRUZ 2 SURNAME N/A NAME EXTENSION (JR., SR) FIRST NAME JUAN MIDDLE NAME SANTOS 3. DATE OF BIRTH 16. CITIZENSHIP December 6, 1989 ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization IROSIN, SORSOGON If holder of dual citizenship, Pls. indicate country: 4 PLACE OF BIRTH please indicate the details Female ✓ Male 5. SEX BLK 9 LOT 7 PHASE 2 Married Single 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS Widowed Separated SEABREEZE HOMES CABID-AN Other/s: Subdivision/Villag SORSOGON SORSOGON CITY 7. HEIGHT (m) 1.63 m City/Municipality Province 4700 50 kg 8. WEIGHT (kg) ZIP CODE BLK 9 LOT 7 PHASE 2 18. PERMANENT ADDRESS 9. BLOOD TYPE O+ House/Block/Lot N SEABREEZE HOMES CABID-AN 2001234567 10. GSIS ID NO. Subdivision/Village SORSOGON SORSOGON CITY 11. PAG-IBIG ID NO. 152123456789 City/Municipality Province 190123456789 ZIP CODE 4700 12. PHILHEALTH NO. N/A N/A 13. SSS NO 19. TELEPHONE NO. 14. TIN NO. 147123456 0928-123-4567 20. MOBILE NO. 4811234 juandelacruz@deped.gov.ph 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) DATE OF BIRTH (mm/dd/yyyy) N/A 23. NAME of CHILDREN (Write full name and list all) 22. SPOUSE'S SURNAME NAME EXTENSION (JR., SR) N/A FIRST NAME N/A N/A N/A N/A MIDDLE NAME N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** N/A N/A TELEPHONE NO. 24. FATHER'S SURNAME DE LA CRUZ NAME EXTENSION (JR., SR)N/A HECTOR FIRST NAME GARCIA MIDDLE NAME MOTHER'S MAIDEN NAME SANTOS SURNAME MARIA FIRST NAME MIDDLE NAME REYES (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE NAME OF SCHOOL YEAR ACADEMIC LEVEL GRADUATED (Write in full) (Write in full) (if not graduated) RECEIVED From To SORSOGON PILOT SALUTATO ELEMENTARY PRIMARY 1995 2002 N/A 2002 **ELEMENTARY SCHOOL** SORSOGON NATIONAL VALEDICT SECONDARY SECONDARY 2002 2006 N/A 2006 ORIAN HIGH SCHOOL TECHNICAL EDUCATION AND VOCATIONAL / BOOKKEEPING NC II SKILLS DEVELOPMENT 2006 2007 N/A N/A N/A TRADE COURSE AUTHORITY SORSOGON STATE BACHELOR IN SECONDARY DEAN'S 2006 2010 N/A 2010 COLLEGE EDUCATION MAJOR IN ENGLISH LISTER COLLEGE MASTER OF ARTS IN MANAGEMENT MAJOR **BICOL UNIVERSITY** 2019 PRESENT 18 UNITS N/A N/A

GRADUATE STUDIES

SIGNATURE

DATE January 11, 2023

IN ADMINISTRATION AND SUPERVISION

		BOARD/ BAR) UNDER	DATINO	DATE OF			S BURN	LICENSE (if a	pplicable)
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE LICENSURE EXAMINATION FOR TEACHERS CAPEED SERVICE			RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFER	RMENT	NUMBER	Date of
			89%	Jan. 10,	The second secon	SITY COLLEGE OF O SCIENCES D COLLEGE OF SAZPI		1234567 N/A	Validity Dec. 6 2024 N/A
				2010 Sept. 19,	DIVINE WORL				
			86%	2012	LEG				
nclude priv		tart from your recent v		ntinue on separate shee	e indicated in the attached	Work Exper			
	JSIVE DATES m/dd/yyyy)	POSITION TIT (Write in full/Do not al			GENCY / OFFICE / COMPANY util/Do not abbreviate)	MONTHLY SALARY	SALARY/JOB/PAY GRADE (If applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV" SERVIO
Oct. 13, 2020	PRESENT	ТЕАСНЕ	R III	DEPARTMENT CASIGURAN TE	29,798.00	13 - 1	PERMANENT	Y	
Mar. 15, 2018	Oct. 12, 2020	TEACHE	RI	SCHOOL DEPARTMENT OF EDUCATION - CASIGURAN TECHNICAL VOCATIONAL SCHOOL		20,437.00	11 - 2	PERMANENT	Y
	TURE		Colc	ntinue on separate sheet	If necessary) DATE			11, 2023	

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / N 29. NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK		
	From To		NUMBER OF HOURS	医乳腺管理 医医乳腺 医多角性皮肤结束			
PHILIPPINE RED CROSS		June 1, 2006	PRESENT	N/A		VOLUNTEER	
		tinue on separate s		9			
VII. LEARNING AND DEVELOPMENT (L&D) INTERVEN	TIONS/TRAINING PR						
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TF			INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
(Write in full)		From	То	# 19(1)	Technical/etc)		
DIVISON IN-SERVICE TRAINING FOR TEAC	CHERS	Aug. 8, 2022	Aug. 12, 2022	40	TECHNICAL	DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF SORSOGON	
INTERNATIONAL MULTIDISCIPLINARY WEBINA		Aug. 3, 2022	Aug. 5, 2022	24	TECHNICAL	DEPARTMENT OF EDUCATION	
WEBINAR/TRAINING SESSION ON THE USE OF DIFFI LEARNING APPLICATIONS		Jul. 13, 2022	Jul. 15, 2022	24	TECHNICAL	DEPARTMENT OF EDUCATION	
TIKTOK FOR EDUCATION THE EDUCATOR'S CONTEN INTER-CHANGING INSTRUCTION	T CREATION FOR	Aug. 16, 2021	Aug. 27, 2021	16	TECHNICAL	DEPARTMENT OF EDUCATION	
				-			
				-			
		_					
				-			
	(Con	tinue on separate s	theet if necessary)			
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES 32.	NON	ACADEMIC DISTIN (Write	in full)	INITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
WEB DESIGN MOS	T ACTIVE PH	ILIPPINE	RED CRO	oss volu	NTEER	RED CROSS 143	
COOKING	MOST INNO	VATIVE S	STUDENT	r-LEADER			
DANCING							
SINGING							
PAINTING							
NOVEL WRITING							
SCRIPT-WRITING		linus on savenil	heat If one				
SIGNATURE	(Con	tinue on separate s	index il necessary		TE	January 11, 2023	
THE PARTY OF THE P	J					CS FORM 212 (Revised 2017), Page 3 of 4	

34. Are you related by consanguinity or affinity to the app chief of bureau or office or to the person who has imn	ointing or recommending authority, or to the nediate supervision over you in the Office,				
Bureau or Department where you will be apppointed,					
a. within the third degree?	YES NO				
b. within the fourth degree (for Local Government Uni	YES NO				
		If YES, give details:			
35. a. Have you ever been found guilty of any administral	tive offense?	YES NO			
		If YES, give details:			
b. Have you been criminally charged before any cour	YES NO If YES, give details: Date Filed: Status of Case/s:				
36. Have you ever been convicted of any crime or violation any court or tribunal?	YES NO If YES, give details:				
37. Have you ever been separated from the service in an dropped from the rolls, dismissal, termination, end of in the public or private sector?	YES NO If YES, give details: RESIGNATION (PRIVATE EMPLOYMENT)				
38. a. Have you ever been a candidate in a national or lo Barangay election)?	☐ YES If YES, give details:				
b. Have you resigned from the government service de election to promote/actively campaign for a national of	b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?				
39. Have you acquired the status of an immigrant or perm	☐ YES ☑ NO If YES, give details (country):				
Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	☐ YES				
41. REFERENCES (Person not related by consanguinity or affinity to a	applicant /appointee)				
NAME	ADDRESS	TEL. NO.			
HECTOR C. RIVERA	IROSIN, SORSOGON	211-1234			
XAVIER THORPE	MAKATI CITY	02-1234-5678			
JUSTIN AVELINO	STA. MAGDALENA, SORSOGON	421-5678			
42. I declare under oath that I have personally accommodification complete statement pursuant to the provisions of Philippines. I authorize the agency head/authorized agree that any misrepresentation made in this administrative/criminal case/s against me.	pertinent laws, rules and regulations of the representative to verify/validate the contents state	Republic of the definition of the JUAN S. DELA CRUZ			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	00-				
Government Issued ID: PRC LICENSE					
ID/License/Passport No.: 1234567	x)				
Date/Place of Issuance: LEGAZPI CITY	023 Right Thumbmark				
SUBSCRIBED AND SWORN to before me this	, affiant exhibiti	ng his/her validly issued government ID as indicated above.			
	(MUST BE NOTARIZE PUBLIC ATTORNEY OF	ED BY A			
	PUBLIC) Person Administering Oat				