



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

April 2, 2025

DIVISION MEMORANDUM
NO. 103, s. 2025

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT FOR THE
RENEWAL OF PROVISIONAL TEACHERS FOR SY 2025-2026**

To: Public Schools District Supervisors
Secondary School Heads
Concerned Teachers

1. This is to inform all concerned of the submission of Pertinent Papers for Appointment for the Renewal of Appointment of all Provisional Teachers hired **from SY 2021 to present.**
2. The list of requirements is indicated below.
3. The forms for Appointment and PDS Guide are available for download from this link: <https://bit.ly/HRMOGDrive>.
4. All concerned are requested to submit their Pertinent Papers for Appointment on or before **May 2, 2025,** for checking **at the SDO Personnel Section.**

In consonance with Sec. 10 (b) of the said CSC Memorandum Circular, which states that “(i)t shall not be effective beyond the school year during which it was issued,” and in consideration of sudden changes in the school calendar, the footnote of Item 1, Part III of the DO No. 51, s. 2017 on the definition of a provisional appointment, shall be amended and clarified as follows:

“For purposes of reckoning the effectivity of provisional appointments issued in a given year, the end of school year shall be based on the official DepEd issuance of school calendar for the specific school year.”



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Relevant thereto, all provisional appointments issued in a given year shall be effective until the end of the school year during which it was issued based on the official school calendar as may be issued by DepEd.

Based on **Division Memorandum No. 260, s. 2024**, the requirements for the renewal of appointment are as follows:

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 copy	PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Photocopy of Last Approved Appointment
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC License (if applicable)
1 copy	FOR PRC LICENSE HOLDERS: PRC License – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Good	1 copy	Photocopy of the PRC Certificate of Rating (if applicable)
		1 copy	Photocopy of the Latest Transcript of Records



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Standing – for LET passers only (must be authenticated by the PRC) FOR PRC LICENSE HOLDERS: PRC Certificate of Rating – for LET passers only (must be authenticated by the PRC)	1 copy 1 copy	Updated Service Record For Senior High School TVL Track: <ul style="list-style-type: none">• TEACHER I – Photocopy of the TESDA NC II 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 Bachelor's degree and the TVL Strand + Trainer's Methodology Certificate
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 copy	PSA Marriage Contract (for female appointees only, if applicable)		
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none">• TEACHER I -		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	<p>TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA)</p> <ul style="list-style-type: none">• 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)		

For information, guidance, and compliance of all concerned.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent