



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

May 2, 2025

DIVISION MEMORANDUM
NO. 120, s. 2025

UPDATED LIST OF REQUIREMENTS FOR APPOINTMENT
(IN CONSONANCE WITH THE PRIME-HRM POLICIES)

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 of the updated requirements for appointment. Indicated on the succeeding pages are the updated list of requirements for the following:

- Substitute Appointment
- Permanent Appointment
- Renewal of Senior High School Appointment
- Transfer
- Promotion via Natural Vacancy
- Reclassification of Positions
- Casual Appointments

The following requirements are added/updated to the existing list of requirements:

- PSA Birth Certificate
- Statement of Assets, Liabilities, and Net Worth (SALN)
- For School Heads:** List of Employees directly supervised as attachment to the Position Description Form. The list shall include the position title and Plantilla item number.
- Complete IPCRF for the Last 3 Rating Period
- Certificate of Trainings Attended
- Awards and/or Commendations Received

Attached in this Memorandum are sample copies of the following accomplished CSC Forms for your reference:

- CSC Form No. 212 Revised 2017 (Personal Data Sheet). **All appointees are advised to have their PDS checked first at the SDO Personnel Section before having them notarized.**
- Attachment to CSC Form No. 212 (Work Experience Sheet)
- CSC Form No. 32 Revised 2018 (Oath of Office)

The forms for Appointment are available for download from the **CSC Official Website** (<https://www.csc.gov.ph/downloads/2017-oraohra>) or from the HRMO Google Drive: (<https://tinyurl.com/HRMOGDrive>).



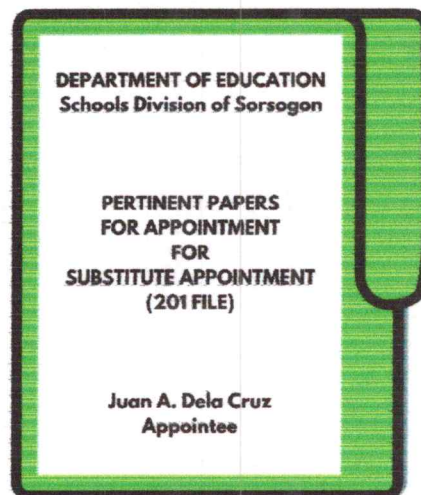
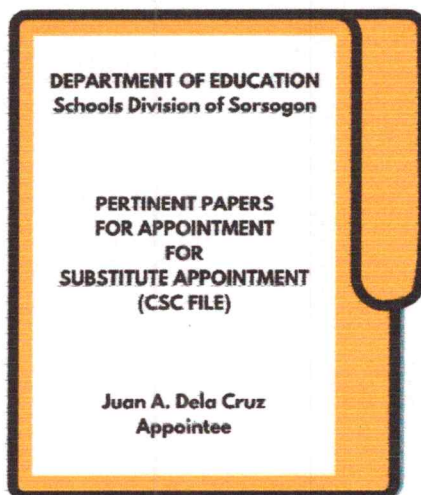
Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



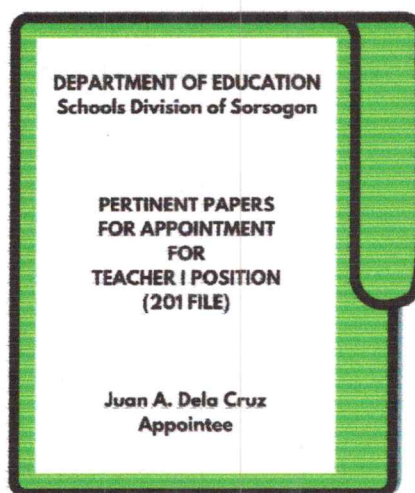
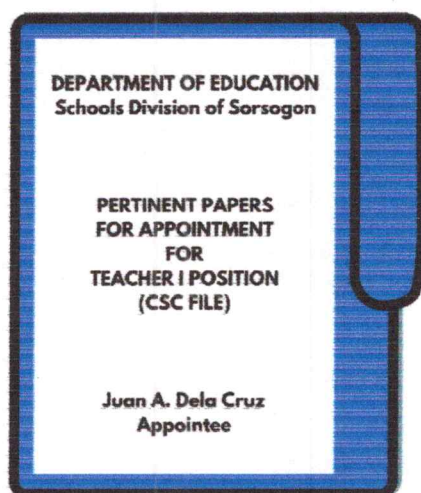
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FOLDERS FOR APPOINTMENT
(DOCUMENTS INSIDE THE FOLDER MUST BE SECURED BY
A FASTENER ON THE TOP-CENTER PART)

SUBSTITUTE APPOINTMENT:



PERMANENT, PROVISIONAL, and CASUAL APPOINTMENTS:





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a) **Requirements for Substitute Appointment.** (The Approved Action Slip and Approved Form 6 shall be attached at the SDO).

YELLOW 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	Signed CS Form No. 211 Revised 2018 (Medical Certificate)
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Updated Service Record (except for first time appointees)
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the Last Approved Appointment, if any
1 copy	PRC License (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the PRC License
1 copy	PRC Certificate of Good Standing (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Good Standing
1 copy	PRC Certificate of Rating (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating
1 copy	PRC Certificate of Rating (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	PRC Certificate of Rating (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of PSA Birth Certificate (for first-time appointees only)
1 copy	PRC Certificate of Rating (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the Latest SALN (for first-time appointees only)
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	For Senior High School TVL Track: Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand
1 copy	Photocopy of Marriage Contract, if applicable		
1 copy	Photocopy of the Latest Transcript of Records		
1 copy	For Senior High School TVL Track: TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA)		



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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 copy	Clearance from Previous Employer, if applicable
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Last Approved Appointment, if applicable
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Photocopy of the CSC Certificate of Eligibility (if applicable)
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC License (if applicable)
1 copy	CSC Certificate of Eligibility – applicable for non-teaching personnel only, except when the appointee is RA 1080 eligible (must be authenticated by CSC)	1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
1 copy	FOR PRC LICENSE HOLDERS: PRC License (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating (if applicable)
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	FOR PRC LICENSE HOLDERS: (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of PSA Birth Certificate
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	Photocopy of the Latest SALN
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)	1 copy	NBI Clearance
1 copy	PSA Marriage Contract (for female appointees only, if applicable)	1 copy	CS Form No. 211 Revised 2018 (Medical Certificate)
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none">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 Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)	1 copy	X-Ray Result
		1 copy	Drug Test Result
		1 copy	Hematology Result
		1 copy	Urinalysis Result
		1 copy	<u>Neuro-Psychiatric</u> Exam Result
		1 copy	Photocopy of the Latest Transcript of Records
		1 copy	Photocopy of Certificate of Trainings Attended
		1 copy	Photocopy of Awards and/or Commendations Received
		1 copy	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 StrandTEACHER 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



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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
1 copy	PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)	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. 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 Attorney / Notary Public	1 copy	Photocopy of the PRC License (if applicable)
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC Certificate of Good Standing (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 Rating (if applicable)
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating – for LET passers only (must be authenticated by the PRC)	1 copy	Updated Service Record
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	Photocopy of PSA Birth Certificate
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)	1 copy	Photocopy of Latest SALN
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 – Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL StrandTEACHER 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
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none">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 Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)		



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

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 and/or Latest Endorsement	1 copy	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)	For transferees within the division:	
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	3 copies	Original copies of School Clearance (CS Form No. 7 Revised 2018)
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of Last Approved Appointment
1 copy	CSC Certificate of Eligibility – applicable for non-teaching personnel only, except when the appointee is RA 1080 eligible (must be authenticated by CSC)	1 copy	Photocopy of the CSC Certificate of Eligibility (if applicable)
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of the PRC License (if applicable)
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
1 copy	PRC Certificate of Rating (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating (if applicable)
1 copy	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	Original copy of the Updated Service Record
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	PSA Marriage Contract (for female appointees only, if applicable)	1 copy	Photocopy of the Latest SALN
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none">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 Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)	3 copies	For transferees from another division / agency: Original copies of Division Clearance (CS Form No. 7 Revised 2018)
		1 copy	Photocopy of the CSC Certificate of Eligibility (if applicable)
		1 copy	Photocopy of the PRC License (if applicable)
		1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
		1 copy	Photocopy of the PRC Certificate of Rating (if applicable)
		2 copies	Original copies of the Updated Service Record reflecting the Last Day of Service from the previous division / agency.
		1 copy	Photocopy of the Latest Transcript of Records
		1 copy	Photocopy of PSA Birth Certificate
		1 copy	Photocopy of Certificate of Trainings Attended
		1 copy	Photocopy of Awards and/or Commendations Received
		1 copy	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 StrandTEACHER 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
			Other requirements for transfer of salary



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e) Requirements for Appointment due to Promotion via Natural Vacancy.

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 copy	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 copy	Photocopy of Last Approved Appointment if any
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Photocopy of CSC Certificate of Eligibility (if applicable)
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC License (if applicable)
1 copy	CSC Certificate of Eligibility – applicable for non-teaching personnel only, except when the appointee is RA 1080 eligible (must be authenticated by CSC)	1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating (if applicable)
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Updated Service Record
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).	1 copy	Photocopy of the Latest Transcript of Records
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	Photocopy of PSA Birth Certificate
2 copies	For School Heads: List of Employees directly supervised as attachment to the Position Description Form. The list shall include the position title and Plantilla item number.	1 copy	Photocopy of Certificate of Trainings Attended after the last date of previous appointment/promotion
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)	1 copy	Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment/promotion
1 copy	PSA Marriage Contract (for female appointees only, if applicable)	1 copy	<u>Complete IPCRF</u> for the last three (3) rating period
1 copy	<u>Complete IPCRF</u> for the Last 3 Rating Period (authenticated by the Division HRMO)	1 copy	Photocopy of the Comparative Assessment Result
1 copy	Comparative Assessment Result (authenticated by the Division HRMO)	1 copy	Photocopy of the Latest SALN
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none">• 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 Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)	1 copy	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



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

BLUE FOLDER (CSC FILE)		GREEN 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 Attorney / Notary Public	1 copy	Photocopy of the PRC License
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC Certificate of Good Standing
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Updated Service Record
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).	1 copy	Photocopy of the Latest Transcript of Records
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	<u>Complete</u> IPCRF for the last three (3) rating period
2 copies	For School Heads: List of Employees directly supervised as attachment to the Position Description Form. The list shall include the position title and Plantilla item number.	1 copy	Photocopy of PSA Birth Certificate
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)	1 copy	Photocopy of the Latest SALN
1 copy	PSA Marriage Contract (for female appointees only, if applicable)	1 copy	Photocopy of Certificate of Trainings Attended after the last date of previous appointment/ promotion
		1 copy	Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment/ promotion




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- g) **Requirements for Casual Appointments.** This is to reiterate that the requirements must be submitted at least two (2) months before the start of the contract. The Plantilla of Casual Appointments shall be prepared by the SDO Personnel Section.

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Certification from the School Head that the Recommendee/Appointee is not related to him/her within the 3 rd degree of affinity or consanguinity, corroborated by the teachers	1 copy	Updated Service Record
		1 copy	Photocopy of Latest Approved Appointment/ Plantilla (except for first-time appointees)
		1 copy	Photocopy of PSA Birth Certificate
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Certificate of Trainings Attended after the last date of previous appointment
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by the Public Attorney / Notary Public		
		1 copy	Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)		
		1 copy	Photocopy of Latest SALN
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form) for Administrative Aide I (Utility Worker I) position	1 copy	<u>Complete</u> IPCRF for the last rating period

For information and wide dissemination.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

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. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	DE LA CRUZ		
FIRST NAME	JUAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SANTOS		
3. DATE OF BIRTH (mm/dd/yyyy)	December 6, 1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	IROSIN, SORSOGON	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BLK 9 LOT 7 PHASE 2 House/Block/Lot No. Street SEABREEZE HOMES CABID-AN Subdivision/Village Barangay SORSOGON CITY SORSOGON City/Municipality Province ZIP CODE 4700
7. HEIGHT (m)	1.63 m	18. PERMANENT ADDRESS	BLK 9 LOT 7 PHASE 2 House/Block/Lot No. Street SEABREEZE HOMES CABID-AN Subdivision/Village Barangay SORSOGON CITY SORSOGON City/Municipality Province ZIP CODE 4700
8. WEIGHT (kg)	50 kg		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	2001234567		
11. PAG-IBIG ID NO.	152123456789	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	190123456789	20. MOBILE NO.	0928-123-4567
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	juandelacruz@deped.gov.ph
14. TIN NO.	147123456		
15. AGENCY EMPLOYEE NO.	4811234		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DE LA CRUZ			
FIRST NAME	HECTOR	NAME EXTENSION (JR., SR)N/A		
MIDDLE NAME	GARCIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	SANTOS			
FIRST NAME	MARIA			
MIDDLE NAME	REYES			
(Continue on separate sheet if necessary)				

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SORSOGON PILOT ELEMENTARY SCHOOL	PRIMARY	1995	2002	N/A	2002	SALUTATO RIAN
SECONDARY	SORSOGON NATIONAL HIGH SCHOOL	SECONDARY	2002	2006	N/A	2006	VALEDICT ORIAN
VOCATIONAL / TRADE COURSE	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	BOOKKEEPING NC II	2006	2007	N/A	N/A	N/A
COLLEGE	SORSOGON STATE COLLEGE	BACHELOR IN SECONDARY EDUCATION MAJOR IN ENGLISH	2006	2010	N/A	2010	DEAN'S LISTER
GRADUATE STUDIES	BICOL UNIVERSITY	MASTER OF ARTS IN MANAGEMENT MAJOR IN ADMINISTRATION AND SUPERVISION	2019	PRESENT	18 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 11, 2023
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	LICENSURE EXAMINATION FOR TEACHERS	89%	Jan. 10, 2010	BICOL UNIVERSITY COLLEGE OF ARTS AND SCIENCES	1234567	Dec. 6, 2024
	CAREER SERVICE - PROFESSIONAL	86%	Sept. 19, 2012	DIVINE WORD COLLEGE OF LEGAZPI	N/A	N/A

V. WORK EXPERIENCE

[illegible]**SIGNATURE**

gdc

DATE

January 11, 2023

[illegible]

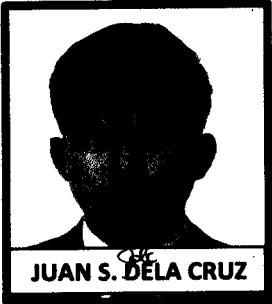


VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	WEB DESIGN		MOST ACTIVE PHILIPPINE RED CROSS VOLUNTEER		RED CROSS 143
	COOKING		MOST INNOVATIVE STUDENT-LEADER		
	DANCING				
	SINGING				
	PAINTING				
	NOVEL WRITING				
	SCRIPT-WRITING				

SIGNATURE		DATE	January 11, 2023
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?		<div><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</div> <div>If YES, give details: RESIGNATION (PRIVATE EMPLOYMENT)</div>												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>HECTOR C. RIVERA</td><td>IROSIN, SORSOGON</td><td>211-1234</td></tr><tr><td>XAVIER THORPE</td><td>MAKATI CITY</td><td>02-1234-5678</td></tr><tr><td>JUSTIN AVELINO</td><td>STA. MAGDALENA, SORSOGON</td><td>421-5678</td></tr></table>			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
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JUSTIN AVELINO	STA. MAGDALENA, SORSOGON	421-5678												
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.		<div> JUAN S. DELA CRUZ PHOTO</div> <div> Right Thumbmark</div>												
<div>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government issued ID: PRC LICENSE</div> <div>ID/License/Passport No.: 1234567</div> <div>Date/Place of Issuance: LEGAZPI CITY</div>	<div> Signature (Sign inside the box) JANUARY 11, 2023 Date Accomplished</div>													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div>(MUST BE NOTARIZED BY A PUBLIC ATTORNEY OR NOTARY PUBLIC)</div> <div>Person Administering Oath</div>														

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998- *Present*. Work experience should be listed starting with the most recent/present employment.

- Duration: **OCTOBER 13, 2020 TO PRESENT**
- Position: **TEACHER III**
- Name of Office/Unit: **CASIGURAN TECHNICAL VOCATIONAL SCHOOL**
- Immediate Supervisor: **HECTOR C. RIVERA**
- Name of Agency/Organization and Location: **DEPARTMENT OF EDUCATION, CASIGURAN, SORSOGON**
- List of Accomplishments and Contributions (if any): **N/A**
- Summary of Actual Duties: **To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.**

- Duration: **MARCH 15, 2018 TO OCTOBER 12, 2020**
- Position: **TEACHER I**
- Name of Office/Unit: **CASIGURAN TECHNICAL VOCATIONAL SCHOOL**
- Immediate Supervisor: **JUSTIN AVELINO**
- Name of Agency/Organization and Location: **DEPARTMENT OF EDUCATION, CASIGURAN, SORSOGON**
- List of Accomplishments and Contributions (if any):
 - ✓ **OUTSTANDING TEACHER**
 - ✓ **SCHOOLPAPER ADVISER**
 - ✓ **MTAP COACH**
- Summary of Actual Duties: **To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.**


JUAN S. DELA CRUZ

**(Signature over Printed Name of
Employee/Applicant)**

Date: JANUARY 11, 2023

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF SORSOGON

OATH OF OFFICE

I, JUAN S. DELA CRUZ of BLOCK 9 LOT 7 SEABREEZE HOMES, CABID-
AN, SORSOGON CITY having been appointed to the position of TEACHER I
hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties
of my present position and of all others that I may hereafter hold under the Republic of
the Philippines; that I will bear true faith and allegiance to the same; that I will obey the
laws, legal orders, and decrees promulgated by the duly constituted authorities of the
Republic of the Philippines; and that I impose this obligation upon myself voluntarily,
without mental reservation or purpose of evasion.

SO HELP ME GOD.



JUAN S. DELA CRUZ

(Signature over Printed Name of the Appointee)

Government ID: PRC LICENSE
ID Number: 1234567
Date Issued: DECEMBER 6, 2025

Subscribed and sworn to before me this _____ day of _____, 20____ in DepEd Schools Division Office, Brgy.. Balogo, Sorsogon City, Sorsogon, Philippines.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent