

Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

May 2, 2025

DIVISION MEMORANDUM NO. 12° , 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:

- a) Substitute Appointment
- b) Permanent Appointment
- c) Renewal of Senior High School Appointment
- d) Transfer
- e) Promotion via Natural Vacancy
- f) Reclassification of Positions
- g) 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

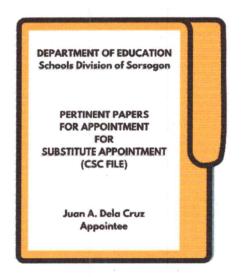


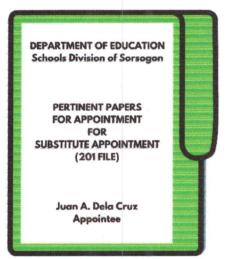
Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

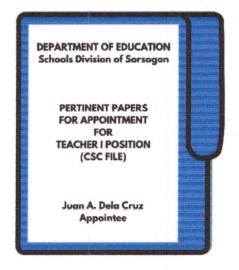
FOLDERS FOR APPOINTMENT (DOCUMENTS INSIDE THE FOLDER MUST BE SECURED BY A FASTENER ON THE TOP-CENTER PART)

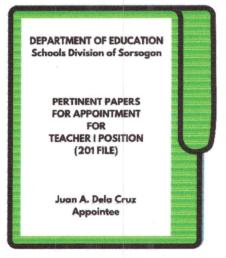
SUBSTITUTE APPOINTMENT:





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



Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

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

YEL	LOW 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	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 сору	Photocopy of the Last Approved Appointment, if any		
1 0000	PRC License (for first-time	1 сору	Photocopy of the PRC License		
1 сору	appointees and renewed licenses, the photocopied license must be authenticated by the PRC)	1 сору	Photocopy of the PRC Certificate of Good Standing		
1 сору	PRC Certificate of Good Standing (for first-time appointees and	1 copy	Photocopy of the PRC Certificate of Rating		
	renewed licenses, the photocopied license must be authenticated by the PRC)	1 сору	Photocopy of the Latest Transcript of Records		
1 сору	PRC Certificate of Rating (for first- time appointees and renewed licenses, the photocopied license	1 copy	Photocopy of PSA Birth Certificate (for first-time appointees only)		
	must be authenticated by the PRC)	1 сору	Photocopy of the Latest SALN (for first-time appointees only)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 сору	For Senior High School TVL Track: Photocopy of the TESDA NC II relevant to the Bachelor's		
1 сору	Photocopy of Marriage Contract, if applicable		degree and the TVL Strand		
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)				









Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

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).

re: submission of requirements for appointment Accomplished CS Form No. 32 Revised 2018 (Oath of Office) 2 copies Accomplished CS Form No. 212 Revised 2018 (Oath of Office) 2 copies Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public 2 copies Accomplished Attachment to CS Form No. 212 (Work Experience Sheet) 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 FOR PRC LICENSE HOLDERS: PRC License (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC) 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 FOR PRC LICENSE HOLDERS: (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC) 1 copy FOR PRC LICENSE HOLDERS: (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC) 1 copy FOR PRC LICENSE HOLDERS: (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC) 1 copy FOR PRC LICENSE HOLDERS: (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC) 1 copy Lopy FOR PRC LICENSE HOLDERS: (for first-time appointees and renewed licenses, the photocopied license must be authenticated by the PRC) 1 copy Lopy 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: 1 copy Photocopy of Certificate of Trainings Attended		LUE FOLDER (CSC FILE)	to the second	GREEN FOLDER (201 FILE)		
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and the TVL Strand Commendations Received		and the TVL Strand		Commendations Received		
(authenticated by TESDA)		(authenticated by TESDA)				
		TEACHER II to MASTER	1 copy	For Senior High School TVL Track:		
		TEACHER II - TESDA NC II		TEACHER I - Photocopy of the TESDA NC		
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and the TVL Strand - TEACHER II to MASTER TEACHER		_		• TEACHER II to MASTER TEACHER II -		
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Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

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

В	LUE FOLDER (CSC FILE)		REEN FOLDER (201 FILE)
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 сору	PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)	1 сору	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 сору	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 сору	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 сору	FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing – for LET	1 сору	Photocopy of the Latest Transcript of Records
	passers only (must be authenticated by the PRC)	1 copy	Updated Service Record Photocopy of PSA Birth Certificate
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of Latest SALN
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	• TEACHER I - Photocopy of the TESDA NC II relevant to the Bachelor's degree and
1 сору	Latest Transcript of Records (authenticated by the School/Issuing Institution)		the TVL Strand TEACHER II to MASTER TEACHER II - Photocopy of the TESDA NC II relevant to
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		the Bachelor's degree and the TVL Strand + Trainer's Methodology Certificate
1 сору	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)		









Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

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	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Photocopy of the Letter issued by the HRMO	1 copy	Photocopy of the Letter issued by the HRMO re:
гсору	re: submission of requirements for	1	submission of requirements for appointment
	appointment and/or Latest Endorsement		and/or Latest Endorsement
2 copies	Accomplished CS Form No. 32 Revised 2018		For transferees within the division:
_ copico	(Oath of Office)	3 copies	Original copies of School Clearance (CS Form No. 7
			Revised 2018)
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary	1 copy	Photocopy of Last Approved Appointment
	Public	1 copy	Photocopy of the CSC Certificate of Eligibility (if
		Гсору	applicable)
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC License (if applicable)
	(Work Dapertence Direct)		
1 copy	CSC Certificate of Eligibility - applicable for	1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
	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 Rating (if applicable)
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Original copy of the Updated Service Record
	rici	1 copy	Photocopy of the Latest Transcript of Records
1 copy	PRC Certificate of Good Standing (must be	1 copy	Photocopy of the Latest SALN
	authenticated by the PRC)		For transferees from another division / agency:
1 copy	PRC Certificate of Rating (must be authenticated by the PRC)		
		3 copies	Original copies of Division Clearance (CS Form No. 7 Revised 2018)
1 copy	Accomplished CS Form No. 1, s. 2017 (Position		
Сору	Description Form)	1 copy	Photocopy of the CSC Certificate of Eligibility (if applicable)
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)	1 copy	Photocopy of the PRC License (if applicable)
	die School, issuing institution,	1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
1 copy	PSA Marriage Contract (for female appointees		(ii applicable)
	only, if applicable)	1 copy	Photocopy of the PRC Certificate of Rating (if applicable)
1 copy	For Senior High School TVL Track:		
	TEACHER I - TESDA NC II relevant	2 copies	Original copies of the Updated Service Record reflecting the Last Day of Service from the previous
	to the Bachelor's degree and the	1	division / agency.
	TVL Strand (authenticated by TESDA)	1 copy	Photocopy of the Latest Transcript of Records
	TEACHER II to MASTER	3	
	TEACHER II - TESDA NC II	1 copy	Photocopy of PSA Birth Certificate
	relevant to the Bachelor's degree and the TVL Strand (authenticated	1 copy	Photocopy of Certificate of Trainings Attended
	by TESDA) + Trainer's Methodology	1 copy	Photocopy of Awards and/or Commendations
	Certificate (authenticated by		Received
	TESDA)	1 copy	For Senior High School TVL Track:
			• 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
	1		Other requirements for transfer of salary







Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700

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



Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

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 сору	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				
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				
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	applicable) Photocopy of the PRC License (if applicable)				
1 сору	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 сору	Photocopy of the PRC Certificate of Rating (if applicable)				
1 сору	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 сору	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 сору	Photocopy of the Latest Transcript of Records				
2 copies	Accomplished CS Form No. 1, s. 2017 (Position	1 copy	Photocopy of PSA Birth Certificate				
2 copies	Description Form) For School Heads: List of Employees directly supervised as attachment to the Position	1 copy	Photocopy of Certificate of Trainings Attended after the last date of previous appointment/promotion				
	Description Form. The list shall include the position title and Plantilla item number.	1 сору	Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment/				
1 сору	Latest Transcript of Records (authenticated by the School/Issuing Institution)		promotion				
1 сору	PSA Marriage Contract (for female appointees only, if applicable)	1 copy	Complete IPCRF for the last three (3) rating period				
1 сору	Complete IPCRF for the Last 3 Rating Period (authenticated by the Division HRMO)	1 сору	Photocopy of the Comparative Assessment Result				
1 сору	Comparative Assessment Result (authenticated by the Division HRMO)	1 сору	Photocopy of the Latest SALN				
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 TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)	1 сору	TEACHER I - Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand TEACHER II to MASTER TEACHER II Televant to the TESDA NC II relevant to the TESDA NC II relevant to the Bachelor's degree and the TVL Strand + Trainer's Methodology Certificate				









Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

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 сору	Photocopy of Approved ERF (except for HTs, MTs, and School Principals)	1 сору	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	1 copy	Photocopy of the PRC Certificate of Good Standing			
	Sheet)	1 copy	Photocopy of the PRC Certificate of Rating			
1 copy	PRC License (must be authenticated by the PRC)	1 сору	Updated Service Record			
1 сору	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records			
1 сору	PRC Certificate of Rating (must be authenticated by the PRC). For PBET eligible, please attach the CSC	1 сору	Complete IPCRF for the last three (3) rating period			
	Certificate (must be authenticated by CSC).	1 copy	Photocopy of PSA Birth Certificate			
2 copies	Accomplished CS Form No. 1, s.	1 copy	Photocopy of the Latest SALN			
	2017 (Position Description Form)	1 copy	Photocopy of Certificate of Trainings Attended after the last			
2 copies	For School Heads: List of Employees directly supervised as attachment to the Position		date of previous appointment/ promotion			
	Description Form. The list shall include the position title and Plantilla item number.	1 сору	Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment/ promotion			
1 сору	Latest Transcript of Records (authenticated by the School/Issuing Institution)		<i>y</i>			
1 сору	PSA Marriage Contract (for female appointees only, if applicable)					







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



Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

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.

В	LUE FOLDER (CSC FILE)	GREEN FOLDER (201 FILE)			
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT		
1 copy	Certification from the School	1 copy	Updated Service Record		
transferance and the second	Head that the				
	Recommendee/Appointee is not	1 copy	Photocopy of Latest Approved		
	related to him/her within the 3 rd		Appointment/ Plantilla (except		
	degree of affinity or		for first-time appointees)		
	consanguinity, corroborated by		District Cook Pints		
	the teachers	1 copy	Photocopy of PSA Birth Certificate		
2 copies	Accomplished CS Form No. 32		Certificate		
2 copies	Revised 2018 (Oath of Office)	1 copy	Photocopy of Certificate of		
	Revised 2016 (Oath of Office)	1 сору	Trainings Attended after the		
2 copies	Accomplished CS Form No. 212		last date of previous		
_ 00p.00	Revised 2017 (PDS) signed by the		appointment		
	Public Attorney / Notary Public				
		1 copy	Photocopy of Awards and/or		
2 copies	Accomplished Attachment to CS		Commendations Received		
	Form No. 212 (Work Experience		effective after the last date of		
	Sheet)		previous appointment		
2 copies	Accomplished CS Form No. 1, s.	1 copy	Photocopy of Latest SALN		
	2017 (Position Description Form)				
	for Administrative Aide I (Utility	1 copy	Complete IPCRF for the last		
	Worker I) position		rating period		
		1	2		

For information and wide dissemination.

JOSE L. DONCILLO, CESO V Schools Division Superintendent







PERSONAL DATA SHEET								
WARNING: Any misrepresenti	ition made in the Personal Data Sheet and the					riminal case/s aga	ninst the pers	on concerned.
READ THE ATTACHED GUIDE	TO FILLING OUT THE PERSONAL DATA SHI	EET (PDS) BEFORE ACCOM	IPLISHING THI	E PDS FORI	v.			
Print legibly. Tick appropriate boxes	s () and use separate sheet if necessary. Indicate					9	(Do not fill up	o. For CSC use only
I. PERSONAL INFORMATIO								
2. SURNAME	DE LA CRUZ							
FIRST NAME	JUAN .					NAME EXTENSION (JF	R., SR) N //	7
MIDDLE NAME	SANTOS							
3. DATE OF BIRTH (mm/dd/yyyy)	December 6, 1989	16. CITIZENSHIP		[] Fil	ipino [Dual Citizenship	by natura	lization
4. PLACE OF BIRTH	IROSIN, SORSOGON	If holder of dual citizenship,				Pls. indicate o		in a second
5. SEX	✓ Male Female	please indicate the	details.				* *	▼
6 CIVIL STATUS	✓ Single Married Widowed Separated Other/s:	17. RESIDENTIAL ADDRESS	SEABR	K 9 LO use/Block/Lot / EEZE I ubdivision//ille	w. HOMES		PHASE 2 Street ABID-Al Barangay	Management and the second second contract contra
7. HEIGHT (m)	1.63 m	•	SOR	SOGON ItyMunicipality	CITY	SC	Province	N
8. WEIGHT (kg)	50 kg	ZIP CODE		ACT MICH BOOK CONT.		4700	·	
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS		K 9 LO'	-	I	PHASE 2	N. AND THE RESERVE AND THE PROPERTY AND THE
10. GSIS ID NO.	2001234567		SEABR		IOMES	C	ABID-Al Barangay	
11. PAG-IBIG ID NO.	152123456789			IOGON Ity/Municipality		80	Province	N
12. PHILHEALTH NO.	190123456789	. ZIP CODE				4700		
13. SSS NO.	N/A	19. TELEPHONE NO.	,			N/A		
14. TIN NO.	147123456	20. MOBILE NO.			0928	-123-4567		
15. AGENCY EMPLOYEE NO. 4811234 21. E-MAIL ADDRESS (Fany) juandelacruz@deped.gov.ph								
II. FAMILY BACKGROUND					P			
22. SPOUSE'S SURNAME	N/A		23. NAME of CHI	LDREN (Write	full name and	list all)	DATE OF BIF	RTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A			N/A		IN IN	I/A
MIDDLE NAME	N/A		<u> </u>					
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			(C	ontinue on se	narato sheet if necess	and	
	MIDDLE NAME REYES (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	E/COURSE	PERIOD OF	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	SORSOGON PILOT	PRIMAR	7	1995	2002	N/A	2002	BALUTATO
SECONDARY	SORSOGON NATIONAL	SECONDARY		2002	2006	N/A	2006	VALEDICT ORIAN
VOCATIONAL / TRADE COURSE	HIGH SCHOOL TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	BOOKKEEPING	3 NC II	2006	2007	N/A	N/A	N/A
COLLEGE	SORSOGON STATE COLLEGE	BACHELOR IN SEC EDUCATION MAJOR II		2006	2010	N/A	2010	DEAN'S LISTER
GRADUATE STUDIES		MASTER OF ARTS IN MANAG IN ADMINISTRATION AND S	EMENT MAJOR	2019	PRESENT	18 UNITS	N/A	N/A
		Pontinue on separate sheet if nec						
SIGNATURE	Och			DA	TE	Janua	ry 11, 2	023

CB FORM 212 (Revis

	ERVICE ELIG	BIBILITY							
27. CARE		1080 (BOARD/BAR) UNDER NWS/CES/CSEE	RATING	DATE OF EXAMINATION /	PLACE OF EXAMIN	ATION / CONFE	RMENT	LICENSE (if a	applicable) Date of
	RANGAY ELIGIBIL	LITY / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	1			NUMBER	Validity
LICENS	TEAC	MINATION FOR HERS	89%	Jan. 10, 2010	BICOL UNIVERS ARTS ANI			1234567	Dec. 6
C	AREER S	ERVICE -	86%	Sept. 19,	DIVINE WOR	COLLI	EGE OF	N/A	N/A
	<u>PROFES</u>	SIONAL	-	2012	LEC	AZPI			
				<u> </u>				<u> </u>	
							·		·
							•		
		****			- 				
			(Co	l ntinue on separate shee	t if necessary)				<u>. </u>
	XPERIENCE	nt. Start from your recent							
	ISIVE DATES					Work Expe	SALARY/ JÖB/ PAY		
· · · · · · · · · · · · · · · · · · ·	m/dd/yyyy)	POSITION TI (Write in full/Do not a			ENCY / OFFICE / COMPANY III/Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	То			DEDARTMEN	T OF EDUCATION -	<u> </u>	INCREMENT		(1714)
Oct. 13, 2020	PRESENT	TEACHE	R III	CASIGURAN TEX	CHNICAL VOCATIONAL	29,798.00	13 - 1	PERMANENT	Y
Mar. 15,	Oct. 12,	TEACHE	PD T	DEPARTMEN	T OF EDUCATION - CHNICAL VOCATIONAL				
2018	2020	IEACHE	.R 1		CHOOL	20,437.00	11 - 2	PERMANENT	¥
		<u> </u>							· · .
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			(Cont	inuo en soparto enerti	necessarv)				
SIGNAT	TURE	(Fle		DATE		January	11, 2023	
	<u>1</u>		/	i				ORM 212 (Revised 201)	71 BJAG 7/87

i,

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT	/ PEOPLE / VO	DLUNTARY C	RGANIZATIO	N/S	
29. NAME & ADDRESS OF C (Write in fu			/E DATES d/yyyy) To	NUMBER OF HOURS	,	POSITION / NATURE OF WORK
PHILIPPINE REI	CROSS	June 1, 2006	PRESENT	N/A		VOLUNTEER
				·		
VII. LEARNING AND DEVELOPMENT (L&D)		tinue on separate s				
		INCLUSIVE	DATES OF	9.111.14.16.4.16.	Type of LD	
30. TITLE OF LEARNING AND DEVELOPMENT INT (Write in fu		ATTEN	1/7777)	NUMBER OF HOURS	(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/SPONSORED BY (Write in full)
divison in-service trainin	G FOR TEACHERS	From Aug. 8,	T ₀ Aug. 12,	40	TECHNICAL	DEPARTMENT OF EDUCATION - SCHOOL
international multidisciplin		2022 Aug. 3,	2022 Aug. 5,	24	TECHNICAL	DIVISION OF SORSOGON DEPARTMENT OF EDUCATION
Webinar/Training Session on the U Learning Applic.		2022 Jul. 13, 2022	2022 Jul. 15, 2022	24	TECHNICAL	DEPARTMENT OF EDUCATION
TIKTOK FOR EDUCATION THE EDUCATOR INTER-CHANGING INS	R'S CONTENT CREATION FOR	Aug. 16, 2021	Aug. 27, 2021	16	TECHNICAL	DEPARTMENT OF EDUCATION
·						
<u> </u>						
				70		
		·	1.			
						···
· · · · · · · · · · · · · · · · · · ·						
	(Cont	inue on separate si	heet if necessary)		<u> </u>	
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32. NON-	ACADEMIC DISTING (Write		HTION .		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
WEB DESIGN	MOST ACTIVE PHI	LIPPINE 1	RED CRO	ss volu	NTEER	RED CROSS 143
COOKING	Most inno	VATIVE S	TUDENT	-LEADER		
DANCING						
SINGING						· · · · · · · · · · · · · · · · · · ·
PAINTING						
NOVEL WRITING			.			
SCRIPT-WRITING		nue on separate si	eet if necessary)		<u>,</u>	
SIGNATURE	G-R	٢.		ĎA	72	January 11, 2023
						CR FORM STEPRINGS SOLD, PAGE 3 OF

34.	Are you related by consanguinity or affinity to the appointin	g or recommending authority, or to the		
	chief of bureau or office or to the person who has immedia	te supervision over you in the Office,		
	Bureau or Department where you will be apppointed,	•		NO
	a. within the third degree?	YES V		
	b. within the fourth degree (for Local Government Unit - Ca	☐ YES ☑ ☐ If YES, give details:	NO	
			II 1 EO, give details.	
	the first water the of any administrative of	#anaa?		
35.	a. Have you ever been found guilty of any administrative of	nense?	☐ YES ☐ If YES, give details:	NO -
			ii i Eo, give detalis.	•
	b. Have you been criminally charged before any court?			NO
			If YES, give details: Date Filed:	
			Status of Case/s:	
_	Have you ever been convicted of any crime or violation of	any law decree ordinance or regulation by		7
. 36 .	any court or tribunal?	any law, decree, ordinance or regulation by	☐ YES If YES, give details:	NO
			ii i Lo, givo doulio.	
37.	Have you ever been separated from the service in any of dropped from the rolls, dismissal, termination, end of term.	ne tollowing modes: resignation, retirement, finished contract or phased out (abolition)	✓ YES If YES, give details:] NO .
ŀ	in the public or private sector?	innovidu doridade de pridade de (deciment)	RESIGNATION (PI	RIVATE EMPLOYMENT)
38	a. Have you ever been a candidate in a national or local e	lection held within the last year (except	☐ YES [√ NO
 ~	Barangay election)?		If YES, give details:	
	b. Have you resigned from the government service during	the three (3)-month period before the last	YES	✓ NO
	election to promote/actively campaign for a national or loc		If YES, give details:	
70	Have you acquired the status of an immigrant or permane	nt resident of another country?	☐ YES	✓ NO
"		•	If YES, give details (co	
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M	agna Carta for Disabled Persons (RA	<u> </u>	
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972	2), please answer the following items:		
a.	Are you a member of any indigenous group?			✓ NO
	191. Park 191. O		If YES, please specify:	
D.	Are you a person with disability?		YES If YES, please specify ID	
Ç.	Are you a solo parent?		☐ YES	✓ NO
		· · · · · · · · · · · · · · · · · · ·	If YES, please specify ID	No:
41	REFERENCES (Person not related by consanguinity or affinity to applica	ant /appointee)		
H	NAME	ADDRESS	TEL. NO.	
			211-1234	
L	HECTOR C. RIVERA	IROSIN, SORSOGON		
	XAVIER THORPE	MAKATI CITY	02-1234-5678	
Г	JUSTIN AVELINO	STA. MAGDALENA, SORSOGON	421-5678	
42	I declare under oath that I have personally accomplish	ned this Personal Data Sheet which is a t	rue, correct and	
	complete statement pursuant to the provisions of per	tinent laws, rules and regulations of the	Republic of the	JUAN S. DELA CRUZ
	Philippines. I authorize the agency head/authorized repre- agree that any misrepresentation made in this do	esentative to verify/validate the contents state	ed herein.	PHOTO
	agree that any misrepresentation made in this oc administrative/criminal case/s against me.	Current and its attachments shall caus	is the ming of	
_				
	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)			
1 6	PLEASE INDICATE ID Number and Date of Issuance			
	Government Issued ID: PRC LICENSE			
	D/License/Passport No.: 1234567	Signature (Sign inside the b		
П	Date/Place of Issuance: LEGAZPI CITY	023	Right Thumbmark	
Ľ				
	SUBSCRIBED AND SWORN to before me this	, affiant exhibit	ing his/her validly issued gove	emment ID as indicated above.
		(MUST BE NOTARIZ	ED RY A	
		PUBLIC ATTORNEY OF	_	
			· MOAMA	
		PUBLIC) Person Administering Os	· · · · · · · · · · · · · · · · · · ·	

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.

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, Bray., Balogo, Sorsogon City, Sorsogon, Philippines.

JOSE L. DONCILLO, CESO V Schools Division Superintendent