



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

May 7, 2025

DIVISION MEMORANDUM
NO. 125, s. 2025

SCHEDULE OF THE RELEASING OF THE FIRST COPY OF APPOINTMENTS
DUE TO THE RECLASSIFICATION OF POSITIONS (2025, Batch 1)

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

1. This is to inform all concerned of the schedule of releasing of the first copy of appointments due to the Reclassification of positions. The SDO Personnel Section will start releasing the first copies of appointments at the Bulwagan ng Karunungan, 3rd Floor, SDO Building, Balogo Sports Complex, Brgy. Balogo, Sorsogon City, on the following schedule:

| Particulars | Schedule |
|---------------------------------------|----------------------------------|
| Abejuela, Jayvee to Haveria, Rhea Mae | May 14, 2025 (Wednesday) at 8 am |
| Hedia, Glady Mae to Zamora, Regie | May 15, 2025 (Thursday) at 8 am |

2. Only appointees who attended the Orientation held last April 28 – 29, 2025 (Division Memorandum No. 106, s. 2025) are expected on the abovementioned schedules. Those who were not able to join the Orientation are encouraged to be at the venue on Friday, May 16, 2025, for the briefing.
3. As mentioned during the orientation, all appointees are expected to bring the following requirements to claim the appointment:

| BLUE FOLDER (CSC FILE) | | GREEN FOLDER (201 FILE) | |
|------------------------|---|-------------------------|---|
| NO. OF COPIES | REQUIREMENT | NO. OF COPIES | REQUIREMENT |
| 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 |
| | | 1 copy | Photocopy of the PRC Certificate of Good Standing |



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|------------------------|---|-------------------------|---|
| NO. OF COPIES | REQUIREMENT | NO. OF COPIES | REQUIREMENT |
| 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 | 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 | PSA Marriage Contract (for female appointees only, if applicable) | | |

4. It is therefore understood that incomplete/incorrect requirements and/or failure to come during the schedule will result in the releasing of the appointment on a later date.
5. For information and wide dissemination.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent