




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

MEMORANDUM

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
Concerned Teaching and Non-Teaching Personnel
All others concerned

From: 
JOSE L. DONCILLO, CESO V
Schools Division Superintendent

Subject: **ORIENTATION ON THE ACCOMPLISHMENT OF PERTINENT PAPERS FOR APPOINTMENT TO ALL APPOINTEES (ELEMENTARY, JUNIOR HS, SENIOR HS, AND NON-TEACHING POSITIONS)**

Date: July 28, 2025

1. This is to inform all appointees who have received their advise for appointment, and those who have accomplished the Oath of Office and Position Description Forms in the Division Office, that there will be a **One-day Orientation on the Accomplishment of Pertinent Papers for Appointment on Tuesday, August 5, 2025, at exactly 8:00 am.** The venue will be at the Bulwagan ng Karunungan, 3rd Floor, DepEd SDO Building, Brgy. Balogo, Sorsogon City.
2. All appointees are required to bring the following during the orientation:
 - a. Personal copy of the Letter issued by the HRMO re: submission of requirements for appointment
 - b. 1 copy of duly accomplished PDS (not notarized)
 - c. Laptop with soft copy of the accomplished PDS (optional)
 - d. Extension Cord (if any)
 - e. black or blue ballpen
 - f. correction tape
 - g. Blue Folder (CSC File) with the requirements
 - h. Green Folder (201 File) with the requirements
3. For information and wide dissemination.