



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

August 11, 2025

DIVISION MEMORANDUM
NO. 211, s. 2025

**2025 LIST OF REQUIREMENTS FOR APPOINTMENT
(PURSUANT TO THE 2025 OMNIBUS RULES ON APPOINTMENT
AND OTHER HUMAN RESOURCE ACTIONS - ORAOHRA)**

To: Public Schools District Supervisors and OIC-PSDSs
School Heads, Public Elementary and Secondary Schools
Concerned Teaching and Non-Teaching Personnel
All Others Concerned

This is to inform all concerned of the updated requirements for appointment – Revised August 2025 pursuant to the 2025 OMNIBUS RULES ON APPOINTMENT AND OTHER HUMAN RESOURCE ACTIONS - ORAOHRA. 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

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

- CSC Form No. 212 Revised 2025 (Personal Data Sheet).
- Attachment to CSC Form No. 212 (Work Experience Sheet)
- CSC Form No. 32 Revised 2025 (Oath of Office – Panunumpa ng Katungkulan)

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

- Use of 2025 Revised CSC Forms:
 - CSC Form No. 32 – Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)
 - CSC Form No. 212 – Revised 2025 (PDS)
 - CSC Form No. 211 – Revised 2025 (Medical Certificate)



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

- Form A (LANDBANK Opening Account Form (for first time appointees only)
- Photocopied Proof of Eligibility (CSC, PRC, etc.) are now allowed in the Blue Folder (CSC Files)
- Authenticated copy of the Local Civil Registrar (LCR) Marriage Contract is now allowed
- Addition of the photocopy of the Marriage Certificate in the 201 Files
- Updated training requirements for Master Teacher I and Master Teacher II positions in the Senior High School – TVL Track
- Updated number of copies of the Service Record for all transferees

The forms for Appointment are available for download from the **CSC Official Website** (<https://www.csc.gov.ph/2025-oraohra>) or from the SDO Official Website (<https://depedsorsogon.com.ph/Home/Forms>).

For information and wide dissemination.

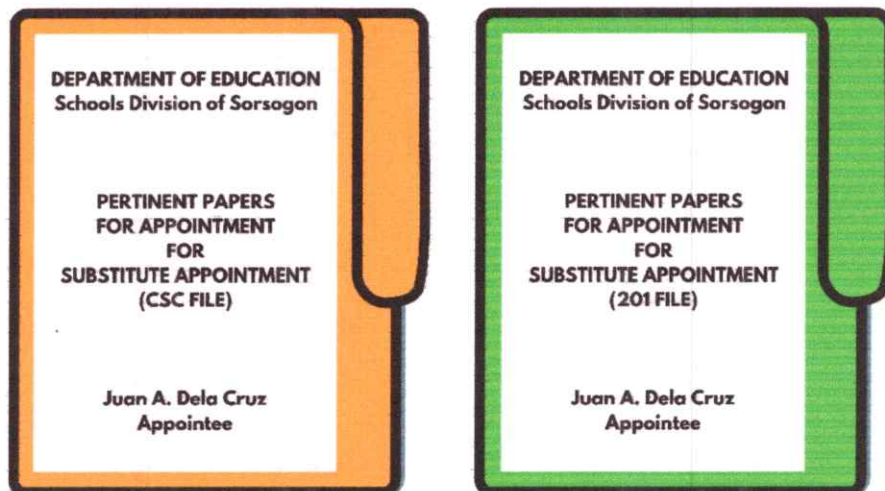

JOSE L. DONCILLO, CESO V
Schools Division Superintendent



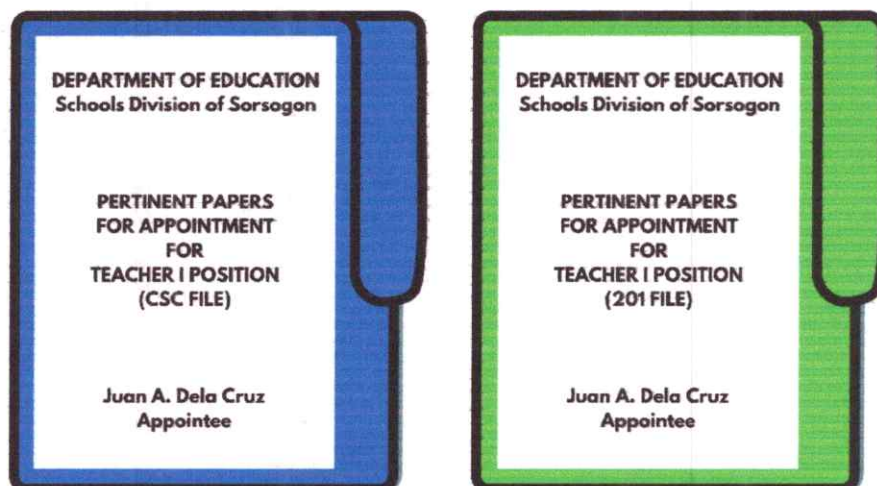
Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

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:





Republic of the Philippines
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).

YELLOW FOLDER (CSC FILE)	GREEN FOLDER (201 FILE)
<p>2 copies - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)</p> <p>1 copy – Form A (LANDBANK Opening Account Form (for first time appointees only)</p> <p>2 copies - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public</p> <p>2 copies - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)</p> <p>1 copy - PRC License</p> <p>1 copy - PRC Certificate of Good Standing</p> <p>1 copy - PRC Certificate of Rating</p> <p>2 copies - Accomplished CS Form No. 1, s. 2017 (Position Description Form)</p> <p>1 copy - Authenticated copy of the PSA or LCR Marriage Contract, if applicable (for first-time appointees only)</p> <p>1 copy - Photocopy of the Latest Transcript of Records</p> <p>1 copy - For Senior High School TVL Track: National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)</p>	<p>1 copy - Signed CS Form No. 211 Revised 2025 (Medical Certificate)</p> <p>1 copy - Updated Service Record (except for first time appointees)</p> <p>1 copy - Photocopy of the Last Approved Appointment, if any</p> <p>1 copy - Photocopy of the PRC License</p> <p>1 copy - Photocopy of the PRC Certificate of Good Standing</p> <p>1 copy - Photocopy of the PRC Certificate of Rating</p> <p>1 copy - Photocopy of the PSA or LCR Marriage Contract, if applicable (for first-time appointees only)</p> <p>1 copy - Photocopy of the Latest SALN (for first-time appointees only)</p> <p>1 copy - For Senior High School TVL Track: National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)</p>



Republic of the Philippines
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).

BLUE FOLDER (CSC FILE)	GREEN FOLDER (201 FILE)
<p>2 copies - Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment</p> <p>2 copies - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)</p> <p>1 copy - Form A (LANDBANK Opening Account Form (for first time appointees only)</p> <p>2 copies - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public</p> <p>2 copies - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)</p> <p>1 copy - CSC Certificate of Eligibility, if applicable</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Rating</p> <p>2 copies - Accomplished CS Form No. 1, s. 2017 (Position Description Form)</p> <p>1 copy - Latest Transcript of Records (authenticated by the School/Issuing Institution)</p> <p>1 copy - Authenticated copy of the PSA or LCR Marriage Contract, if applicable</p> <p>1 copy - For Senior High School TVL Track:</p> <ul style="list-style-type: none">TEACHER I - National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)	<p>1 copy - Clearance from Previous Employer, if applicable</p> <p>1 copy - Photocopy of Last Approved Appointment, if applicable</p> <p>1 copy - Photocopy of the CSC Certificate of Eligibility, if applicable</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating</p> <p>1 copy - Photocopy of the Latest Transcript of Records</p> <p>1 copy - Photocopy of PSA Birth Certificate</p> <p>1 copy - Photocopy of the PSA or LCR Marriage Contract, if applicable</p> <p>1 copy - Latest SALN</p> <p>1 copy - NBI Clearance</p> <p>1 copy - CS Form No. 211 Revised 2025 (Medical Certificate) with a photocopy of the following Medical Exam Results:</p> <ul style="list-style-type: none">X-Ray ResultDrug Test ResultHematology ResultUrinalysis Result<u>Neuro-Psychiatric</u> Exam Result <p>1 copy - Photocopy of Certificate of Trainings Attended</p> <p>1 copy - Photocopy of Awards and/or Commendations Received</p> <p>1 copy - For Senior High School TVL Track:</p> <ul style="list-style-type: none">TEACHER I - National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)



Republic of the Philippines
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).

BLUE FOLDER (CSC FILE)	GREEN FOLDER (201 FILE)
<p>1 copy - PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)</p> <p>2 copies - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)</p> <p>2 copies - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public</p> <p>2 copies - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Rating</p> <p>2 copies - Accomplished CS Form No. 1, s. 2017 (Position Description Form)</p> <p>1 copy - Latest Transcript of Records (authenticated by the School/Issuing Institution)</p> <p>1 copy - Authenticated copy of the PSA or LCR Marriage Contract, if applicable</p> <p>1 copy - For Senior High School TVL Track:</p> <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 and TEACHER III - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)	<p>1 copy - PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)</p> <p>1 copy - Photocopy of Last Approved Appointment</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating</p> <p>1 copy - Photocopy of the Latest Transcript of Records</p> <p>1 copy - Updated Service Record</p> <p>1 copy - Photocopy of PSA Birth Certificate</p> <p>1 copy - Photocopy of the PSA or LCR Marriage Contract, if applicable</p> <p>1 copy - Photocopy of Latest SALN</p> <p>1 copy - For Senior High School TVL Track:</p> <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 and TEACHER III - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)



Republic of the Philippines
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)
<p>1 copy - Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment and/or Latest Endorsement</p> <p>2 copies - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)</p> <p>2 copies - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public</p> <p>2 copies - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)</p> <p>1 copy - CSC Certificate of Eligibility, if applicable</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Rating</p> <p>2 copies - Accomplished CS Form No. 1, s. 2017 (Position Description Form)</p> <p>1 copy - Latest Transcript of Records (authenticated by the School/Issuing Institution)</p> <p>1 copy - Authenticated copy of the PSA or LCR Marriage Contract, if applicable</p> <p>For Senior High School TVL Track:</p> <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 and TEACHER III - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)MASTER TEACHER I and MASTER TEACHER II - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	<p>1 copy - Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment and/or Latest Endorsement</p> <p>FOR TRANSFEREES <u>WITHIN THE DIVISION</u>:</p> <p>3 copies - Original copies of School Clearance (CS Form No. 7 Revised 2018)</p> <p>1 copy - Photocopy of Last Approved Appointment</p> <p>1 copy - Photocopy of the CSC Certificate of Eligibility, if applicable</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating</p> <p>3 copies - Original copy of the Updated Service Record</p> <p>1 copy - Photocopy of the Latest Transcript of Records</p> <p>1 copy - Photocopy of the Latest SALN</p> <p>FOR TRANSFEREES <u>FROM ANOTHER DIVISION / AGENCY</u>:</p> <p>3 copies - Original copies of Division Clearance (CS Form No. 7 Revised 2025)</p> <p>1 copy - Photocopy of the CSC Certificate of Eligibility, if applicable</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC License</p> <p>FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing</p> <p>FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating</p> <p>3 copies - Original copies of the Updated Service Record reflecting the Last Day of Service from the previous division / agency.</p> <p>1 copy - Photocopy of the Latest Transcript of Records</p> <p>1 copy - Photocopy of PSA Birth Certificate</p> <p>1 copy - Photocopy of Certificate of Trainings Attended</p> <p>1 copy - Photocopy of Awards and/or Commendations Received</p> <p>1 copy - For Senior High School TVL Track:</p> <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 and TEACHER III - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)MASTER TEACHER I and MASTER TEACHER II - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) <p>Other requirements for transfer of salary</p>



Republic of the Philippines
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)
<p>1 copy - Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment</p> <p>2 copies - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)</p> <p>2 copies - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public</p> <p>2 copies - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)</p> <p>1 copy - CSC Certificate of Eligibility, if applicable</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Rating</p> <p>2 copies - Accomplished CS Form No. 1, s. 2017 (Position Description Form)</p> <p>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.</p> <p>1 copy - Latest Transcript of Records (authenticated by the School/Issuing Institution)</p> <p>1 copy - Authenticated copy of the PSA or LCR Marriage Contract, if applicable</p> <p>1 copy - <u>Complete IPCRF</u> for the Last 3 Rating Period (authenticated by the Division HRMO)</p> <p>1 copy - Comparative Assessment Result (if School Ranking)</p> <p>1 copy - For Senior High School TVL Track:</p> <ul style="list-style-type: none">TEACHER II and TEACHER III - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)MASTER TEACHER I and MASTER TEACHER II- National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	<p>1 copy - Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment</p> <p>1 copy - Photocopy of Last Approved Appointment if any</p> <p>1 copy - Photocopy of the CSC Certificate of Eligibility, if applicable</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating</p> <p>1 copy - Updated Service Record</p> <p>1 copy - Photocopy of the Latest Transcript of Records</p> <p>1 copy - Photocopy of PSA Birth Certificate</p> <p>1 copy - Photocopy of the PSA or LCR Marriage Contract, if applicable</p> <p>1 copy - Photocopy of Certificate of Trainings Attended after the last date of previous appointment/promotion</p> <p>1 copy - Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment/ promotion</p> <p>1 copy - <u>Complete IPCRF</u> for the last three (3) rating period</p> <p>1 copy - Photocopy of the Comparative Assessment Result (if School Ranking)</p> <p>1 copy - Photocopy of the Latest SALN</p> <p>1 copy - For Senior High School TVL Track:</p> <ul style="list-style-type: none">TEACHER II and TEACHER III - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)MASTER TEACHER I and MASTER TEACHER II- National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)



Republic of the Philippines
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)
<p>1 copy - Photocopy of Approved ERF (except for HTs, MTs, and School Principals)</p> <p>2 copies - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)</p> <p>2 copies - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public</p> <p>2 copies - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Rating</p> <p>2 copies - Accomplished CS Form No. 1, s. 2017 (Position Description Form)</p> <p>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.</p> <p>1 copy - Latest Transcript of Records (authenticated by the School/Issuing Institution)</p> <p>1 copy - Authenticated copy of the PSA or LCR Marriage Contract, if applicable</p>	<p>1 copy - Photocopy of Approved ERF (except for HTs, MTs, and School Principals)</p> <p>1 copy - Photocopy of Last Approved Appointment</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating</p> <p>1 copy - Updated Service Record</p> <p>1 copy - Photocopy of the Latest Transcript of Records</p> <p>1 copy - <u>Complete</u> IPCRF for the last three (3) rating period</p> <p>1 copy - Photocopy of PSA Birth Certificate</p> <p>1 copy - Photocopy of the Latest SALN</p> <p>1 copy - Photocopy of Certificate of Trainings Attended after the last date of previous appointment/ promotion</p> <p>1 copy - Photocopy of Awards and/or Commendations Received effective after the last date of previous appointment/ promotion</p>



Republic of the Philippines
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.

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

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 if accomplished through own handwriting. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION									
1. SURNAME	DELA CRUZ								
2. FIRST NAME	JUAN						NAME EXTENSION (JR., SR)		N/A
MIDDLE NAME	ALVARO								
3. DATE OF BIRTH (dd/mm/yyyy)	06 DECEMBER 2000			16. CITIZENSHIP If holder of dual citizenship, please indicate the details.		<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	SORSOGON, SORSOGON								
5. SEX AT BIRTH	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female								
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:			17. RESIDENTIAL ADDRESS ZIP CODE		BLK 9 LOT 7 PHASE 2 House/Block/Lot No. Street SEABREEZE HOMES CABID-AN Subdivision/Village Barangay SORSOGON CITY SORSOGON City/Municipality Province			
7. HEIGHT (m)	1.63 m								
8. WEIGHT (kg)	50 kg								
9. BLOOD TYPE	O+								
10. UMID ID NO.	CRN-123-4567-89000-1								
11. PAG-IBIG ID NO.	152123456789			18. PERMANENT ADDRESS ZIP CODE		BLK 9 LOT 7 PHASE 2 House/Block/Lot No. Street SEABREEZE HOMES CABID-AN Subdivision/Village Barangay SORSOGON CITY SORSOGON City/Municipality Province			
12. PHILHEALTH NO.	190123456789								
13. PhilSys Number (PSN):	1234-5678-1234-5678								
14. TIN NO.	147123456			19. TELEPHONE NO.		N/A			
15. AGENCY EMPLOYEE NO.	4811234			20. MOBILE NO.		0928-123-4567			
				21. E-MAIL ADDRESS (if any)		juan.delacruz@gmail.com			
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	DELA CRUZ				23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (dd/mm/yyyy)		
FIRST NAME	MARIA		NAME EXTENSION (JR., SR)		JOHN PAUL D. DELA CRUZ		19 SEPT 2022		
MIDDLE NAME	DALISAY				JONI PRINCESS D. DELA CRUZ		10 JAN 2024		
OCCUPATION	ADMINISTRATIVE ASSISTANT III				JORDAN PETER D. DELA CRUZ		01 AUG 2025		
EMPLOYER/BUSINESS NAME	DEPARTMENT OF EDUCATION								
BUSINESS ADDRESS	BRGY. BALOGO, SORSOGON CITY								
TELEPHONE NO.	421-1234								
24. FATHER'S SURNAME	DELA CRUZ								
FIRST NAME	RICARDO		NAME EXTENSION (JR., SR)		JR.				
MIDDLE NAME	REYES								
25. MOTHER'S MAIDEN NAME									
SURNAME	ALVARO								
FIRST NAME	REMEDIOS (deceased)								
MIDDLE NAME	ROMERO						(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		ELEMENTARY		2008	2014	N/A	2014	SALUTAT ORIAN
SECONDARY	SORSOGON NATIONAL HIGH SCHOOL		JUNIOR HIGH SCHOOL SENIOR HIGH SCHOOL		2014 2018	2018 2020	N/A	2018	VALEDICT ORIAN
VOCATIONAL / TRADE COURSE	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY		FOOD SERVICE MANAGEMENT NC II		2018	2019	COMPLETED	2019	N/A
COLLEGE	SORSOGON STATE COLLEGE		BACHELOR IN SECONDARY EDUCATION MAJOR IN MATHEMATICS		2020	2024	N/A	2024	CUM LAUDE
GRADUATE STUDIES	SORSOGON STATE UNIVERSITY		MASTER OF ARTS IN EDUCATION MAJOR IN MATHEMATICS		2024	PRESENT	18 UNITS	N/A	N/A
(Continue on separate sheet if necessary)									
SIGNATURE					DATE		03 AUGUST 2025		

IV. CIVIL SERVICE ELIGIBILITY

27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Valid Until
	LICENSURE EXAMINATION FOR TEACHERS	89.9 %	29 SEPT 2024	BICOL UNIVERSITY	1234567	06 DEC 2027
	CAREER SERVICE - SUBPROFESSIONAL HONOR GRADUATE ELIGIBILITY (PD 907)	91.7 %	18 JUL 2021	BICOL COLLEGE	N/A	N/A
		N/A	N/A	N/A	N/A	N/A

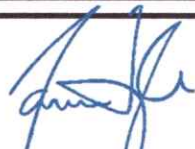
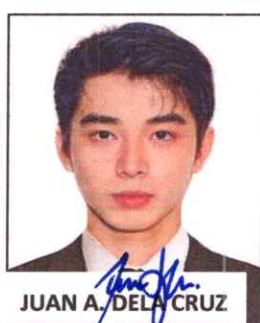

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03 AUGUST 2025
-----------	---	------	----------------

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: END OF CONTRACT</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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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>OFFICE / RESIDENTIAL ADDRESS</td><td>CONTACT NO. AND/OR EMAIL</td></tr><tr><td>HECTOR C. RIVERA</td><td>IROSIN, SORSOGON</td><td>211-1234</td></tr><tr><td>PIERCE SHERIDAN</td><td>MAKATI CITY</td><td>02-1234-5678</td></tr><tr><td>JOHN PAULO NASE</td><td>IMUS, CAVITE</td><td>(046) 471-2732</td></tr></table>		NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL	HECTOR C. RIVERA	IROSIN, SORSOGON	211-1234	PIERCE SHERIDAN	MAKATI CITY	02-1234-5678	JOHN PAULO NASE	IMUS, CAVITE	(046) 471-2732
NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL											
HECTOR C. RIVERA	IROSIN, SORSOGON	211-1234											
PIERCE SHERIDAN	MAKATI CITY	02-1234-5678											
JOHN PAULO NASE	IMUS, CAVITE	(046) 471-2732											
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>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.: 12345678</div> <div>Date/Place of Issuance: 13 MAR 2024 / LEGAZPI CITY</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>03 AUGUST 2025</div> <div>Date Accomplished</div>	<div></div> <div>JUAN A. DELA CRUZ</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>											
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>(wet signature/e-signature/digital certificate except for notary public)</div> <div>Person Administering Oath</div>													

WORK EXPERIENCE SHEET

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

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 from most recent first.

- Duration: 08 JULY 2024 TO PRESENT
- Position: TEACHER I
- Name of Office/Unit: GUBAT NATIONAL HIGH SCHOOL
- Immediate Supervisor: DIEGO MABINI
- Name of Agency/Organization and Location: DEPARTMENT OF EDUCATION, SCHOOLS DIVISION
- List of Accomplishments and Contributions (if any)
 - SCHOOL PAPER ADVISER
 - OUTSTANDING MATHEMATICS COACH – REGIONAL LEVEL
- 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: 06 JANUARY 2024 TO 06 JULY 2024
- Position: INSTRUCTOR
- Name of Office/Unit: KUMON PHILIPPINES
- Immediate Supervisor: JOHN PAULO NASE
- Name of Agency/Organization and Location: KUMON PHILIPPINES, MAKATI CITY
- List of Accomplishments and Contributions (if any) N/A
- Summary of Actual Duties
 - GUIDES STUDENTS THROUGH THE KUMON METHOD, A SELF-LEARNING PROGRAM FOCUSED ON MATH AND READING. THEY ASSESS STUDENT PROGRESS, PROVIDE INDIVIDUALIZED INSTRUCTION, AND WORK WITH PARENTS TO OPTIMIZE EACH STUDENT'S LEARNING PLAN. KUMON INSTRUCTORS ARE ESSENTIALLY FACILITATORS OF SELF-LEARNING, ENSURING STUDENTS GRASP CONCEPTS, DEVELOP STRONG FOUNDATIONAL SKILLS, AND EXPERIENCE A SENSE OF ACHIEVEMENT.



JUAN A. DELA CRUZ

(Signature over Printed Name
of Employee/Applicant)

Date: AUGUST 3, 2025


REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES

KAGAWARAN NG EDUKASYON
SANGAY NG MGA PAARALAN NG PROBINSYA NG SORSOGON
DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF SORSOGON PROVINCE

PANUNUMPA SA KATUNGKULAN
OATH OF OFFICE

Ako si JUAN A. DELA CRUZ, ng BRGY. BALOGO, SORSOGON CITY, na
I, (Name of Appointee), (Address), having
itinalaga bilang TEACHER I, ay taimtim na nanunumpa na tutuparin ko nang
been appointed to (Position), hereby solemnly swear, that I will faithfully discharge
buong husay at katapatan, sa abot ng aking kakayahan, ang mga katungkulang pinagtalagahan sa akin
to the best of my ability, the duties of my present position
at sa dapat gampanan sa iba pang pagkaraan nito'y gagampanan ko sa ilalim ng Republika ng Pilipinas;
and of all others that I may hereafter hold under the Republic of the Philippines;
na aking itataguyod at ipagtatanggol ang Saligang Batas ng Pilipinas; na tunay na mananalig at
to uphold and defend the Constitution, that I will bear true faith
tatalima ako rito; na susundin ko ang mga batas at mga kautusang legal, at mga dekreto ng pinaiiral
and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated
ng mga sadyang itinakdang maykapangyarihan ng Republika ng Pilipinas; at kusa kong babalikatin
by the duly constituted authorities of the Republic of the Philippines; and that I impose
ang pananagutang ito nang walang ano mang pasubali o hangaring umiwas.
this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

KASIHAN NAWA AKO NG DIYOS.
SO HELP ME GOD.


JUAN A. DELA CRUZ
(Lagda sa itaas ng pangalan ng hinirang)

Government ID: PRC LICENSE
Numero ng ID: 1234567
Araw ng Pagkakaloob: AUGUST 3, 2025

PLEASE DO NOT FILL OUT BELOW THIS LINE

Nilagdaan at pinanumpa sa harap ko ngayong ika ____ ng ____, 20__ sa
____, Pilipinas.

JOSE L. DONCILLO, CESO V
Pansangay na Tagapamahala
Schools Division Superintendent