




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

MEMORANDUM

To: Assistant Schools Division Superintendent
Public Schools District Supervisors and OIC-PSDSs
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: August 22, 2025

1. This is to inform all appointees who have received their advise for appointment (regardless of status) that there will be a **One-day Orientation on the Accomplishment of Pertinent Papers for Appointment** on **Friday, August 29, 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. Client's copy of the Document Tracking Slip
 - c. 1 copy of duly accomplished PDS – Revised 2025 (not notarized)
 - d. 1 copy of duly accomplished Work Experience Sheet
 - e. Laptop with soft copy of the accomplished PDS – Revised 2025 (optional)
 - f. Extension Cord (if any)
 - g. black or blue ballpen
 - h. correction tape
 - i. Blue Folder (CSC File) with the requirements
 - j. Green Folder (201 File) with the requirements
3. Personal attendance is a must.
4. For information and wide dissemination.