



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

August 20, 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 211, s. 2025
Re: 2025 LIST OF REQUIREMENTS FOR APPOINTMENT
(PURSUANT TO THE 2025 OMNIBUS RULES ON APPOINTMENT
AND OTHER HUMAN RESOURCE ACTIONS - ORAOHRA)

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

1. This Office would like to inform the public of the additional requirements for the following:

PARTICULARS	ADDITIONAL REQUIREMENT
Substitute Teacher	Green Folder (201 Files) – 1 copy of the Photocopy of the Latest Transcript of Records
Transfer of Station or Reemployment/ Reappointment due to resignation from another Division or Agency (for secondary appointees, and transfer from another division/agency only)	Blue Folder (CSC File) – 2 Original Copies of the Certification that the Item has been unfilled from the PSIPOP

2. For immediate and wide dissemination.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent