

#### Republic of the Philippines

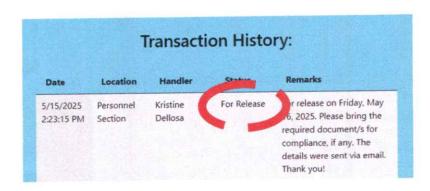
### Department of Education

## Region V SCHOOLS DIVISION OF SORSOGON

September 4, 2025

# SCHEDULE OF THE RELEASING OF THE FIRST COPIES OF APPOINTMENTS

- 1. This Office would like to inform those who have submitted their requirements for appointment that there will be a Two-Day Schedule of the releasing of the first copies of the appointments that will be scheduled on <u>Tuesday</u>, <u>September 9</u>, <u>2025</u>, and <u>Wednesday</u>, <u>September 10</u>, <u>2025</u>, at exactly 9 am.
- 2. All appointees are <u>advised to check the Document Tracking System</u> and make sure that the status of their requirements is tagged as "For Release". Please see the image below:



- 3. All appointees whose appointments are available for release are required to bring the following:
  - a. Blue Folder (CSC File) with complete attachments
  - b. Green Folder (201 Files) with complete attachments
  - c. Soft copy of the accomplished PDS Revised 2025
  - d. Original copy of the PhilHealth Member Registration Form (PMRF)
  - e. (for PhilHealth) Photocopy of the PSA Birth Certificate
  - f. (for PhilHealth) Photocopy of any valid Government ID (back-to-back)







Email: sorsogon@deped.gov.ph Website: depedsorsogon.com.ph



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# Department of Education Region V SCHOOLS DIVISION OF SORSOGON

- 4. The venue will be at the Bulwagan ng Karunungan, 3<sup>rd</sup> Floor, SDO Building, Department of Education Schools Division of Sorsogon, Balogo Sports Complex, Brgy. Balogo, Sorsogon City.
- 5. Updating of the Document Tracking System is until 5 pm of September 9, 2025. Appointments that are still in the process, and all unclaimed appointments on the schedule, will be released on a later date, which will also be announced through an advisory.
- 6. For the guidance of all concerned.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent





