



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 **Tuesday, September 9, 2025,** and **Wednesday, September 10, 2025, at exactly 9 am.**
2. All appointees are advised to check the Document Tracking System and make sure that the status of their requirements is tagged as ***“For Release”***. Please see the image below:

Transaction History:

Date	Location	Handler	Status	Remarks
5/15/2025 2:23:15 PM	Personnel Section	Kristine Dellosa	For Release	For release on Friday, May 16, 2025. Please bring the required document/s for compliance, if any. The details were sent via email. Thank you!


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)



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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