

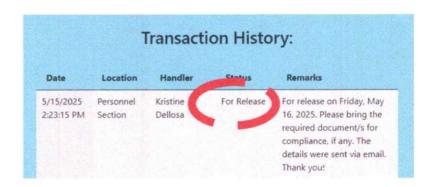
Department of Education

Region V SCHOOLS DIVISION OF SORSOGON

September 15, 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 *Thursday*, *September 18*, *2025*, and *Friday*, *September 19*, *2025*.
- 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 <u>required</u> 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. Soft copy of the Work Experience Sheet
 - e. **FOR NEW AND UPDATING PHILHEALTH MEMBERS:** Original copy of the PhilHealth Member Registration Form (PMRF)
 - f. **FOR NEW AND UPDATING PHILHEALTH MEMBERS:** Photocopy of the PSA Birth Certificate
 - g. **FOR NEW AND UPDATING PHILHEALTH MEMBERS:** Photocopy of any valid Government ID (back-to-back)
- 4. The venue will be the Bulwagan ng Karunungan, 3rd Floor, SDO Building, Department of Education Schools Division of Sorsogon, Balogo Sports Complex, Brgy. Balogo, Sorsogon City.







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



Department of Education Region V

SCHOOLS DIVISION OF SORSOGON

- 5. Updating of the Document Tracking System is until 5 pm of September 18, 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









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