



Republic of the Philippines
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 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 Delloso	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. 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.



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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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