



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

April 21, 2026

DIVISION MEMORANDUM
NO. **154**, s. 2026

**SUBMISSION OF THE REQUIREMENTS FOR THE
RENEWAL OF PROVISIONAL APPOINTMENTS FOR SY 2026-2027**

To: Public Schools District Supervisors
Secondary School Heads
Concerned Teaching and Non-Teaching Personnel

1. This is to inform all concerned of the Submission of the Pertinent Papers for Appointment for the Renewal of all Provisional Senior High School Teachers for SY 2026 – 2027.
2. Attached as **Annex A** is the list of Requirements for Appointment as per Division No. 211, s. 2025 (2025 List of Requirements for Appointment Pursuant to the 2025 Omnibus Rules on Appointment and Other Human Resource Management Actions – ORA-OHRA).
3. The CSC Forms – Revised 2025 are available for download from the CSC Official Website (<https://www.csc.gov.ph/2025-oraohra>) or from the SDO Official Website (<https://www.depedsorsogon.com.ph/Home/Forms>).
4. To be guided on how to Properly Accomplish the CSC Form 212 (Revised 2025) – Personal Data Sheet, kindly visit this link: <https://tinyurl.com/SorProvPDSGuide>.
5. All concerned are requested to submit the Blue and Green Folder directly to the SDO Personnel Section on or before Thursday, May 7, 2026.
6. For the information, guidance, and compliance of all concerned.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

ANNEX A



Republic of the Philippines
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c) **Requirements for the Renewal of Senior High School Appointment**
 (renewal of provisional appointment *or* change of status from provisional to permanent).

BLUE FOLDER (CSC FILE)	GREEN FOLDER (201 FILE)
<p>1 copy - PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)</p> <p>2 copies - Accomplished CS Form No. 32 Revised 2025 (Oath of Office or Panunumpa ng Katungkulan)</p> <p>2 copies - Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public</p> <p>2 copies - Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: PRC Certificate of Rating</p> <p>2 copies - Accomplished CS Form No. 1, s. 2017 (Position Description Form)</p> <p>1 copy - Latest Transcript of Records (authenticated by the School/Issuing Institution)</p> <p>1 copy - Authenticated copy of the PSA or LCR Marriage Contract, if applicable</p> <p>1 copy - For Senior High School TVL Track:</p> <ul style="list-style-type: none"> • TEACHER I - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) • TEACHER II and TEACHER III - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA) 	<p>1 copy - PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)</p> <p>1 copy - Photocopy of Last Approved Appointment</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC License</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing</p> <p>1 copy - FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating</p> <p>1 copy - Photocopy of the Latest Transcript of Records</p> <p>1 copy - Updated Service Record</p> <p>1 copy - Photocopy of PSA Birth Certificate</p> <p>1 copy - Photocopy of the PSA or LCR Marriage Contract, if applicable</p> <p>1 copy - Photocopy of Latest SALN</p> <p>1 copy - For Senior High School TVL Track:</p> <ul style="list-style-type: none"> • TEACHER I - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) • TEACHER II and TEACHER III - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)

