



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

May 15, 2026

DIVISION MEMORANDUM
 NO. **168**, S. 2026

SCHEDULE OF THE RELEASING OF APPOINTMENTS

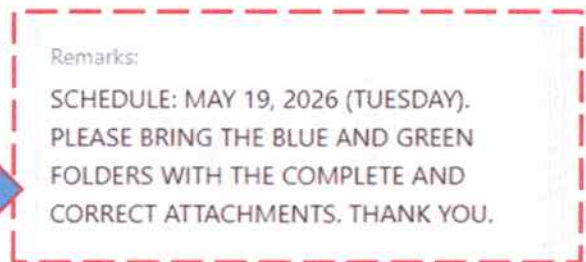
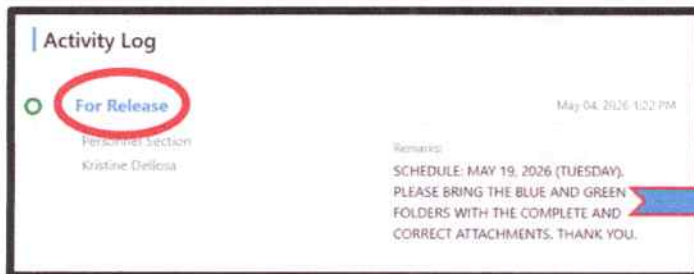
To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Division Office Chiefs and Section Heads
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Concerned Teaching and Non-Teaching Personnel
 Concerned Appointees

1. This is to inform all concerned that there will be a Two-Day Schedule for Releasing of the Appointments at the Bulwagan ng Karunungan, 3rd Floor, DepEd SDO Building, Brgy. Balogo, Sorsogon City starting **Tuesday, May 19, 2026**, and **Wednesday, May 20, 2026**, at exactly **8:00 in the morning**. Their respective schedule is indicated at the Remarks portion of the Document Tracking System (DTS).

2. The flow of activities is as follows:

8:00 am to 8:30 am	Registration of Participants
8:30 am onwards	RELEASING PROPER <ol style="list-style-type: none"> Checking of the Requirements Stamping of Dates and Acknowledgement of Appointee Scanning of Appointments Printing of the Service Records Authentication of Documents Photocopy of Requirements for Salary Adjustment (promotion only) Releasing of the Appointment and Service Record


3. All appointees are advised to check/track their Document Tracking Slip until 5:00 pm of May 19, 2026, and make sure that their documents/requirements are already tagged as **“For Release”** with the corresponding schedule on the Remarks Portion before coming to the venue. Please see image below for your reference:





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

4. As mentioned during the Orientation, all appointees whose appointments are available for release are expected to submit the Blue (CSC File) and Green (201 File) folders with the complete and correct attachments. Please also bring a black or blue ballpen and correction tape.
5. All new appointees are also required to bring the following documents:
 - a. 1 copy of the Accomplished PhilHealth Membership Registration Form (https://www.philhealth.gov.ph/downloads/membership/pmrf_012020.pdf)
 - b. 1 photocopy of any valid ID
 - c. 1 photocopy of the Birth Certificate
6. It is therefore understood that incomplete/incorrect requirements and/or failure to come during the schedule will result in the releasing of the appointment on a later schedule. Furthermore, those appointments that are not yet available for release will also be released on a later schedule. The next schedule will be announced in another memorandum or advisory.
7. For information and wide dissemination.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent