



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

July 15, 2026

DIVISION MEMORANDUM

NO. **233** s. 2026

2026 UPDATED LIST OF REQUIREMENTS FOR APPOINTMENT

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisor and OIC-PSDSs
School Heads, Elementary and Secondary Schools
Concerned Teaching and Non-Teaching Personnel
All Others Concerned

This is to inform all concerned of the 2026 Updated List of Requirements for Appointment. Indicated on the succeeding pages are the updated list of requirements for the following:

- a) Substitute Appointment
- b) Permanent Appointment
- c) Renewal of Provisional Senior High School Appointment
- d) Transfer
- e) Promotion via Natural Vacancy
- f) Reclassification of Positions via Expanded Career Progression (ECP)
- g) Casual Appointments

The following requirements are added/updated to the existing list of requirements:

- Oath of Office must be notarized by a Notary Public
- PSA or LCR Birth Certificate in the Yellow/Blue Folders (CSC File)
- Transcript of Records for Master's Degree (for positions with a Master's Degree as minimum requirement for education)
- Certificate of Rating for the National Assessment for School Heads (NASH) for appointees to Principal positions
- Updated CSC Forms for Casual Appointments
- Transcript of Records in the Yellow Folder (201 File) for Substitute Appointments
- Certification that the Item has been unfilled from the PSIPOP (for Transfer of Station or Reemployment/ Reappointment due to resignation from another Division or Agency)



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- Removal of the Approved ERF
- Updating of the Attachments of TESDA Certificates for Teacher I – Master Teacher II positions in the Senior High School – TVL Track

To facilitate the completion of the requirements for appointment, all concerned are advised to check the following links for their reference:

- THE PDS Guide:** This post will guide all appointees on how to Properly Accomplish the CS Form No. 212 Revised 2025 (Personal Data Sheet), and other important reminders. LINK: tinyurl.com/SorProvPDSGuide
- THE OFFICIAL WEBSITES:** the websites where: (1) other important announcements are posted, (2) where the updated Appointment forms can be downloaded.

✦ <https://depedsorsogon.com.ph/>

✦ <https://csc.gov.ph/>

✦ <https://facebook.com/DepEdSorsogonProvinceHRMO>

For information and wide dissemination.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



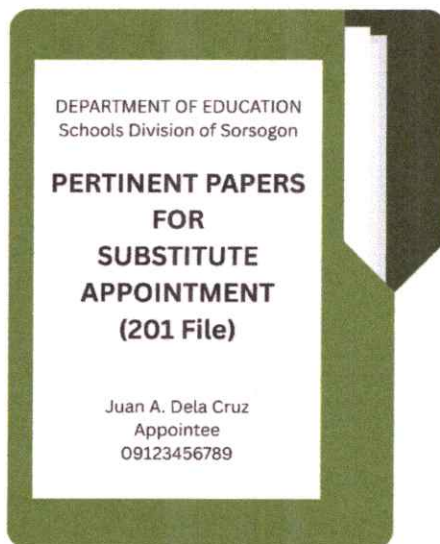
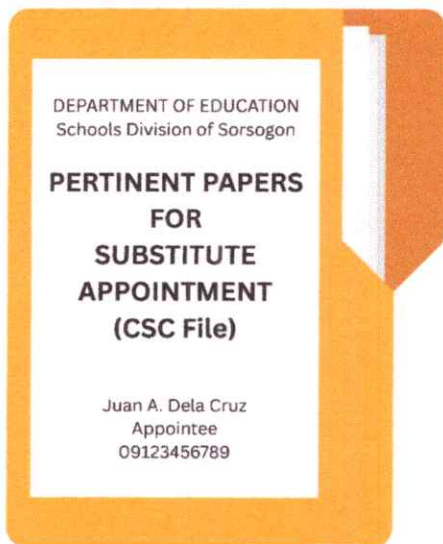
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FOLDERS FOR APPOINTMENT

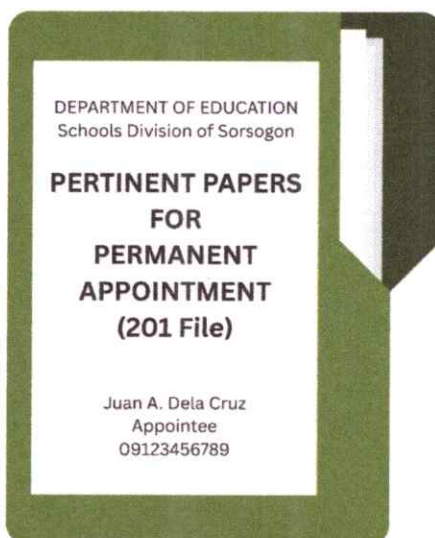
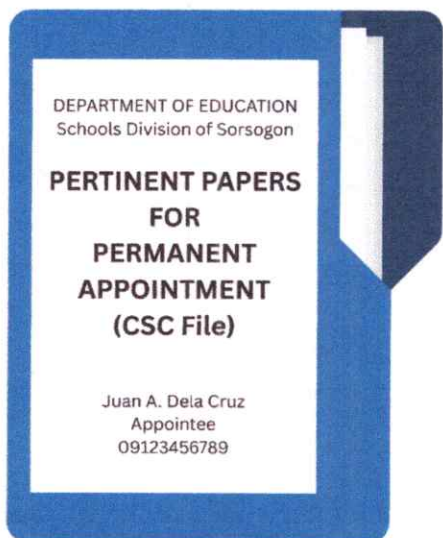
REMINDERS:

- (a) Documents inside the folders must be secured by a faster on the top-center part
- (b) Please do not use tabbings or page separators.
- (c) Must have a folder label or a file folder label (see pictures below).
- (d) Plastic cover is not required.

SUBSTITUTE APPOINTMENTS:



PERMANENT, PROVISIONAL, AND CASUAL APPOINTMENTS:





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- a) **Requirements for Substitute Appointments.** (The Approved Action Slip and Approved Form 6 can be requested from the SDO Personnel Section.)

YELLOW FOLDER (CSC File)	GREEN FOLDER (201 File)
2 copies – Accomplished CS Form No. 32, s. 2025 (Oath of Office or <i>Panunumpa ng Katungkulan</i>) notarized by a Notary Public 1 copy – Form A LANDBANK Opening Account Form (for first time appointees only) https://depedsorsogon.com.ph/Home/Forms 2 copies – Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public 2 copies – Accomplished Attachments to CS Form No. 212 (Work Experience Sheet) 1 copy – PRC License (authenticated by PRC) 1 copy – PRC Certificate of Rating (authenticated by PRC) 1 copy – PRC Certificate of Good Standing (authenticated by PRC) 2 copies – Accomplished CS Form No. 1, s. 2017 (Position Description Form) 1 copy – Authenticated copy of the Latest Transcript of Records 1 copy – Authenticated PSA or LCR Birth Certificate (for first time Appointees only) 1 copy – Authenticated PSA or LCR Marriage Contract (if applicable. for first time Appointees only) 1 copy – For Senior HS TVL Track: TEACHER I – TESDA National Certificate (NC II) in relevant TVL course(s) in the area of specialization (authenticated by TESDA)	1 copy – Accomplished CS Form No. 211, Revised 2025 (Medical Certificate) 1 copy – Updated Service Record (except for first time appointees) 1 copy – Photocopy of Last Approved Appointment, if any 1 copy – Photocopy of PRC License 1 copy – Photocopy of PRC Certificate of Rating 1 copy – Photocopy of PRC Certificate of Good Standing 1 copy – Photocopy of PSA or LCR Birth Certificate (for first time Appointees only) 1 copy – Photocopy of PSA or LCR Marriage Contract (if applicable. for first time Appointees only) 1 copy – Photocopy of the Latest SALN 1 copy – For Senior HS TVL Track: TEACHER I – Photocopy of the TESDA National Certificate (NC II) in relevant TVL course(s) in the area of specialization



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- b) **Requirements for Permanent Appointment** (Newly Hired Teaching and Non-Teaching Personnel in Elementary, Junior High School, and Senior High School / First time in Government Service)

BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
1 copy – Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment 2 copies – Accomplished CS Form No. 32, s. 2025 (Oath of Office or <i>Panunumpa ng Katungkulan</i>) notarized by a Notary Public 1 copy – Form A LANDBANK Opening Account Form (for first time appointees only) https://depedsorsogon.com.ph/Home/Forms 2 copies – Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public 2 copies – Accomplished Attachments to CS Form No. 212 (Work Experience Sheet) 1 copy – FOR NON-TEACHING: CSC Certificate of Eligibility, if applicable (authenticated by CSC) 1 copy – FOR PRC LICENSE HOLDERS: PRC License (authenticated by PRC) 1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (authenticated by PRC) 1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (authenticated by PRC) 2 copies – Accomplished CS Form No. 1, s. 2017 (Position Description Form) 1 copy – Authenticated copy of the Latest Transcript of Records 1 copy – Authenticated PSA or LCR Birth Certificate (for first time Appointees only)	1 copy – Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment 1 copy – Original Copy of Clearance from the most recent employer, if applicable 1 copy – Photocopy of Last CSC Approved Appointment, if any 1 copy – FOR NON-TEACHING: Photocopy of the CSC Certificate of Eligibility, if applicable 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC License 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC Certificate of Rating 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC Certificate of Good Standing 1 copy – Photocopy of the Latest Transcript of Records 1 copy – Photocopy of PSA or LCR Birth Certificate (for first time Appointees only) 1 copy – Photocopy of PSA or LCR Marriage Contract (if applicable. for first time Appointees only) 1 copy – Original Copy of the Latest SALN 1 copy – Original Copy of NBI Clearance 1 copy – Original Copy of the CS Form No. 211, Revised 2025 (Medical Certificate) with the original copies of the following results: • X-Ray • Drug Test • Hematology • Urinalysis • <u>Neuro-Psychiatric Examination</u>



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BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
1 copy – Authenticated PSA or LCR Marriage Contract (if applicable. for first time Appointees only) 1 copy – For Senior HS TVL Track: • TEACHER I – TESDA National Certificate (NC II) in relevant TVL course(s) in the area of specialization (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) • TEACHER IV to TEACHER VII - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)(authenticated by TESDA) • MASTER TEACHER I and MASTER TEACHER II – National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) (authenticated by TESDA)	1 copy – Photocopy of the Certificate of Trainings Attended 1 copy – Photocopy of the Awards and/or Commendations received 1 copy – For Senior HS TVL Track: • TEACHER I – Photocopy of the TESDA National Certificate (NC II) in relevant TVL course(s) in the area of specialization • TEACHER II and TEACHER III – Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization • TEACHER IV to TEACHER VII - Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher) • MASTER TEACHER I and MASTER TEACHER II – Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)



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- c) **Requirements for the Renewal of Provisional Appointment** (renewal of provisional appointment or change of status from provisional to permanent)

BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
1 copy – PRC Notice of Admission for previous attempt/s in taking the LPT (for renewal only)	1 copy – PRC Notice of Admission for previous attempt/s in taking the LPT (for renewal only)
2 copies – Accomplished CS Form No. 32, s. 2025 (Oath of Office or <i>Panunumpa ng Katungkulan</i>) notarized by a Notary Public	1 copy – Photocopy of Last Approved Appointment
2 copies – Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public	1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC License
2 copies – Accomplished Attachments to CS Form No. 212 (Work Experience Sheet)	1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC Certificate of Rating
1 copy – FOR PRC LICENSE HOLDERS: PRC License (authenticated by PRC)	1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC Certificate of Good Standing
1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (authenticated by PRC)	1 copy – Photocopy of the Latest Transcript of Records
1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (authenticated by PRC)	1 copy – Updated Service Record
2 copies – Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy – Photocopy of PSA or LCR Birth Certificate (for first time Appointees only)
1 copy – Authenticated copy of the Latest Transcript of Records	1 copy – Photocopy of PSA or LCR Marriage Contract (if applicable. for first time Appointees only)
1 copy – Authenticated PSA or LCR Birth Certificate (for first time Appointees only)	1 copy – Photocopy of PSA or LCR Marriage Contract (if applicable. for first time Appointees only)
1 copy – Authenticated PSA or LCR Marriage Contract (if applicable. for first time Appointees only)	1 copy – Original Copy of the Latest SALN
1 copy – For Senior HS TVL Track:	1 copy – Photocopy of the Certificate of Trainings Attended
	1 copy – Photocopy of the Awards and/or Commendations received
	1 copy – For Senior HS TVL Track: TEACHER I – Photocopy of the TESDA National Certificate (NC II) in relevant TVL course(s) in the area of specialization



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BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
• TEACHER I – TESDA National Certificate (NC II) in relevant TVL course(s) in the area of specialization (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) • TEACHER IV to TEACHER VII - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)(authenticated by TESDA) • MASTER TEACHER I and MASTER TEACHER II – National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) (authenticated by TESDA)	• TEACHER II and TEACHER III – Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization • TEACHER IV to TEACHER VII - Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher) • MASTER TEACHER I and MASTER TEACHER II – Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

d) **Requirements for Appointment due to Transfer** (for secondary schools, and/or transfer from other division/agency/LGU/etc. only)

BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
2 copies – Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment 2 copies – Accomplished CS Form No. 32, s. 2025 (Oath of Office or <i>Panunumpa ng Katungkulan</i>) notarized by a Notary Public	1 copy – Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment FOR TRANSFEREES WITHIN THE SDO SORSOGON PROVINCE DIVISION:



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BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
1 copy – Form A LANDBANK Opening Account Form (for first time appointees only) 2 copies – Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public 2 copies – Accomplished Attachments to CS Form No. 212 (Work Experience Sheet) 1 copy – FOR NON-TEACHING: CSC Certificate of Eligibility, if applicable (authenticated by CSC) 1 copy – FOR PRC LICENSE HOLDERS: PRC License (authenticated by PRC) 1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (authenticated by PRC) 1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (authenticated by PRC) 2 copies – Accomplished CS Form No. 1, s. 2017 (Position Description Form) 1 copy – Authenticated copy of the Latest Transcript of Records 1 copy – Authenticated PSA or LCR Birth Certificate (for first time Appointees only) 1 copy – Authenticated PSA or LCR Marriage Contract (if applicable. for first time Appointees only) 1 copy – For Senior HS TVL Track: TEACHER I - National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization (authenticated by TESDA)	3 copies – Original Copies of School Clearance (CS Form No. 7, s. 2018) 1 copy – Original Certification that the Item has been unfilled from the PSIPOP of the School (if Implementing Unit) 1 copy – Photocopy of Last Approved Appointment, if any 1 copy – FOR NON-TEACHING: Photocopy of the CSC Certificate of Eligibility, if applicable 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC License 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC Certificate of Rating 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC Certificate of Good Standing 1 copy – Original Copy of the Updated Service Record 1 copy – Photocopy of the Latest Transcript of Records 1 copy – Photocopy of PSA or LCR Birth Certificate (for first time Appointees only) 1 copy – Photocopy of PSA or LCR Marriage Contract (if applicable. for first time Appointees only) 1 copy – Original Copy of the Latest SALN 1 copy – For Senior HS TVL Track: TEACHER I – Photocopy of the National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization TEACHER II and TEACHER III – Photocopy of the National



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BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
• 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) • MASTER TEACHER I and MASTER TEACHER II - National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) (authenticated by TESDA)	Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization • MASTER TEACHER I and MASTER TEACHER II - Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) FOR TRANSFEREES FROM OTHER DIVISION / AGENCY / LGU, ETC.: 3 copies – Original Copies of the Division/Agency/LGU Clearance (CS Form No. 7, s. 2018) 2 copies – Original Copy of the Updated Service Record reflecting the Last Day of Service from previous Division/Agency/LGU 1 copy – Original Certification that the Item has been unfilled from the PSIPOP of the Agency/LGU 1 copy – Photocopy of Last CSC Approved Appointment, if any 1 copy – FOR NON-TEACHING: Photocopy of the CSC Certificate of Eligibility, if applicable 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC License 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC Certificate of Rating



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BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
	1 copy – FOR PRC LICENSE HOLDERS: Photocopy of PRC Certificate of Good Standing 1 copy – Photocopy of the Latest Transcript of Records 1 copy – Photocopy of PSA or LCR Birth Certificate (for first time Appointees only) 1 copy – Photocopy of PSA or LCR Marriage Contract (if applicable. for first time Appointees only) 1 copy – Original Copy of the Latest SALN 1 copy – For Senior HS TVL Track: • TEACHER I – Photocopy of the National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization • TEACHER II and TEACHER III – Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization • MASTER TEACHER I and MASTER TEACHER II – Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) Other requirements for Salary (Initial Salary and Transfer of Station) c/o the Personnel In-Charge of the Process



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e) **Requirements for Appointment due to Promotion via Natural Vacancy.**

BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
2 copies – Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment 1 copy – FOR APPOINTEES TO PRINCIPAL POSITION: Authenticated Copy of the Certificate of Rating for the National Assessment for School Heads (NASH) 2 copies – Accomplished CS Form No. 32, s. 2025 (Oath of Office or <i>Panunumpa ng Katungkulan</i>) notarized by a Notary Public 2 copies – Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public 2 copies – Accomplished Attachments to CS Form No. 212 (Work Experience Sheet) 1 copy – FOR NON-TEACHING: CSC Certificate of Eligibility, if applicable (authenticated by CSC) 1 copy – FOR PRC LICENSE HOLDERS: PRC License (authenticated by PRC) 1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (authenticated by PRC) 1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (authenticated by PRC) 2 copies – Accomplished CS Form No. 1, s. 2017 (Position Description Form) 2 copies – FOR SCHOOL HEADS / DEPARTMENT HEADS: List of Employees directly supervised as attachment to the Position Description	1 copy – Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment 1 copy – FOR APPOINTEES TO PRINCIPAL POSITION: Photocopy of the Certificate of Rating for the National Assessment for School Heads (NASH) 1 copy – Photocopy of the Last Approved Appointment 1 copy – FOR NON-TEACHING: Photocopy of the CSC Certificate of Eligibility, if applicable 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of the PRC License 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing 1 copy – Original Copy of the Updated Service Record 1 copy - FOR POSITIONS REQUIRING A MASTER’S DEGREE: Photocopy of the Transcript of Records for Master’s Degree) 1 copy – Photocopy of the Latest Transcript of Records and/or Certification of Units towards a Master’s Degree (if not a Master’s Degree Holder) 1 copy – Photocopy of the PSA or LCR Birth Certificate 1 copy – Photocopy of the PSA or LCR Marriage Contract (if applicable)



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BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
Form. The list shall include the position title and Division Plantilla item numbers in a table format. 1 copy – FOR POSITIONS REQUIRING A MASTER’S DEGREE: Authenticated copy of the Transcript of Records for Master’s Degree 1 copy – Authenticated copy of the Latest Transcript of Records and/or Certification of Units towards a Master’s Degree (if not a Master’s Degree Holder) 1 copy – Authenticated PSA or LCR Birth Certificate (for first time Appointees only) 1 copy – Authenticated PSA or LCR Marriage Contract (if applicable. for first time Appointees only) 1 copy – Authenticated copies of the <u>Complete</u> IPCRF/OPCRF for the Last two (2) Rating Periods 1 copy – For Senior HS TVL Track: • 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) • MASTER TEACHER I and MASTER TEACHER II – National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) (authenticated by TESDA)	1 copy – Photocopies of the <u>Complete</u> IPCRF/OPCRF for the Last two (2) Rating Periods 1 copy – Photocopy of the Comparative Assessment Result (CAR), if School Ranking 1 copy – Photocopy of the Certificate of Trainings Attended effective after the effectivity date of previous appointment 1 copy – Photocopy of the Awards and/or Commendations received effective after the effectivity date of previous appointment 1 copy – For Senior HS TVL Track: • TEACHER II and TEACHER III – Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization • MASTER TEACHER I and MASTER TEACHER II – Photocopy of the National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)



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f) **Requirements for Appointment due to Reclassification of Positions due to Expanded Career Progression (ECP) Program (with approved NOSCA)**

BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
1 copy – FOR APPOINTEES TO PRINCIPAL POSITION: Authenticated Copy of the Certificate of Rating for the National Assessment for School Heads (NASH) 2 copies – Accomplished CS Form No. 32, s. 2025 (Oath of Office or <i>Panunumpa ng Katungkulan</i>) notarized by a Notary Public 2 copies – Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public 2 copies – Accomplished Attachments to CS Form No. 212 (Work Experience Sheet) 1 copy – FOR PRC LICENSE HOLDERS: PRC License (authenticated by PRC) 1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (authenticated by PRC) 1 copy – FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (authenticated by PRC) 2 copies – Accomplished CS Form No. 1, s. 2017 (Position Description Form) 2 copies – FOR SCHOOL HEADS / DEPARTMENT HEADS: List of Employees directly supervised as attachment to the Position Description Form. The list shall include the position title and Division Plantilla item numbers in a table format. 1 copy – FOR POSITIONS REQUIRING A MASTER’S DEGREE: Authenticated	1 copy – FOR APPOINTEES TO PRINCIPAL POSITION: Photocopy of the Certificate of Rating for the National Assessment for School Heads (NASH) 1 copy – Photocopy of the Last Approved Appointment 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of the PRC License 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Rating 1 copy – FOR PRC LICENSE HOLDERS: Photocopy of the PRC Certificate of Good Standing 1 copy – Original Copy of the Updated Service Record 1 copy - FOR POSITIONS REQUIRING A MASTER’S DEGREE: Photocopy of the Transcript of Records for Master’s Degree) 1 copy – Photocopy of the Latest Transcript of Records and/or Certification of Units towards a Master’s Degree (if not a Master’s Degree Holder) 1 copy – Photocopy of the PSA or LCR Birth Certificate 1 copy – Photocopy of the PSA or LCR Marriage Contract (if applicable) 1 copy – Photocopies of the <u>Complete</u> IPCRF/OPCRF for the Last two (2) Rating Periods 1 copy – For Senior HS TVL Track:



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BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
Stage III (Highly Proficient Teacher) (authenticated by TESDA)	

- g) **Requirements for Casual Appointments.** This is to reiterate that requirements must be submitted **at least two (2) months prior to the start of the contract.** The Plantilla of Casual Appointments (CS Form No. 34-B Revised 2025 – Accredited) shall be prepared at the SDO Personnel Section.

BLUE FOLDER (CSC File)	GREEN FOLDER (201 File)
1 copy – Certification on the Availability of Funds	1 copy – Photocopy of Last Approved Appointment, if any
2 copies – Accomplished CS Form No. 32, s. 2025 (Oath of Office or <i>Panunumpa ng Katungkulan</i>) notarized by a Notary Public	1 copy – Photocopy of the Latest Transcript of Records
1 copy – Form A LANDBANK Opening Account Form (for first time appointees only)	1 copy – Photocopy of PSA or LCR Birth Certificate (for first time Appointees only)
2 copies – Accomplished CS Form No. 212 Revised 2025 (PDS) notarized by a Public Attorney / Notary Public	1 copy – Photocopy of PSA or LCR Marriage Contract (if applicable. for first time Appointees only)
2 copies – Accomplished Attachments to CS Form No. 212 (Work Experience Sheet)	1 copy – Original Copy of the Latest SALN
2 copies – Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy – Photocopy of the Certificate of Trainings Attended effective after the effectivity date of previous appointment
1 copy – Authenticated PSA or LCR Birth Certificate (for first time Appointees only)	1 copy – Photocopy of the Awards and/or Commendations received effective after the effectivity date of previous appointment
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1 copy – <u>Complete</u> IPCRF for the last two (2) rating period	



Republic of the Philippines
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