



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

February 6, 2023

DIVISION MEMORANDUM
NO. 029, s. 2023

UPDATED LIST OF REQUIREMENTS FOR APPOINTMENT

To: **Public Schools District Supervisor**
OIC – Public Schools District Supervisor
Elementary and Secondary School Heads
Concerned Teaching and Non-Teaching Personnel

This is to inform all concerned on the updating of the List of Requirements for Appointment of Substitute, Casual, Provisional, and Permanent Appointment for all Newly Hired, Promotion, Transfer, Renewal, and Reclassification of positions.

a) **Requirements for Substitute Appointment.**

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	<u>Approved</u> Action Slip	1 copy	Photocopy of Last Approved Appointment if any
2 copies	<u>Approved</u> Form 6 / Leave Form of the Incumbent Teacher	1 copy	CS Form No. 211 Revised 2018 (Medical Certificate)
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)		
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public		
1 copy	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		
1 copy	PRC License (for original appointments and renewed licenses, the photocopied license must be authenticated by the PRC)		
1 copy	PRC Certificate of Good Standing (for original		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		
1 copy	PRC Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	For Senior High School TVL Track: TESDA NC II (authenticated by TESDA)		

- b) **Requirements for Permanent Appointment** (Newly Hired Teaching and Non-Teaching Personnel in Elementary, Junior High School, and Senior High School).

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment.
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Clearance from Previous Employer
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)	1 copy	Photocopy of Last Approved Appointment if any
1 copy	FOR PRC LICENSE HOLDERS: PRC License (for original appointments and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
		1 copy	NBI Clearance
		1 copy	CS Form No. 211 Revised 2018 (Medical Certificate)



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	X-Ray Result
		1 copy	Drug Test Result
		1 copy	Hematology Result
		1 copy	Urinalysis Result
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	<u>Neuro-Psychiatric Exam</u> Result
1 copy	(NON-TEACHING POSITIONS) FOR CSC ELIGIBILITY HOLDERS: CSC Certificate of Eligibility (must be authenticated by CSC)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none"> • TEACHER I - TESDA NC II relevant to the TVL Course (authenticated by TESDA) • TEACHER II to MASTER TEACHER II – TESDA NC II relevant to the TVL Course (authenticated by TESDA) + Trainer’s Methodology Certificate (authenticated by TESDA) 		



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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)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Last Approved Appointment if any
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Photocopy of the Latest Transcript of Records
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		
1 copy	FOR LET PASSERS ONLY: PRC License (for original appointments and renewed licenses, the photocopied license must be authenticated by the PRC)		
1 copy	FOR LET PASSERS ONLY: PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		
1 copy	FOR LET PASSERS ONLY: PRC Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none"> TEACHER I - TESDA 		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	NC II relevant to the TVL Course (authenticated by TESDA) • TEACHER II to MASTER TEACHER II – TESDA NC II relevant to the TVL Course (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA) PSA Marriage Contract (for female appointees only, if applicable)		

d) **Requirements for Appointment due to Transfer / Swapping** (for secondary appointees, and transfer from another division / agency only).

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Original copy of Swapping Agreement (if swapping)	1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment (if applicable)
3 copies	Original copies of Division Clearance (CSC Form No. 7)		
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Last Approved Appointment
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public		Additional Requirements if transfer from another division / agency:
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)	1 copy	Photocopy of the Latest Transcript of Records
		1 copy	IPCRF for the Last three (3) Rating Period
1 copy	FOR PRC LICENSE HOLDERS: PRC License (for	1 copy	Cert. of No. of Leave/Service



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	original appointments and renewed licenses, the photocopied license must be authenticated by the PRC) FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	Credits
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	Cert. of Last Day of Service
1 copy	(NON-TEACHING POSITIONS) FOR CSC ELIGIBILITY HOLDERS: CSC Certificate of Eligibility (must be authenticated by CSC)	1 copy	Cert. as to No Pending Administrative Case
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	Division Special Order for Transfer
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none"> • TEACHER I - TESDA NC II relevant to the TVL Course (authenticated by TESDA) • TEACHER II to MASTER TEACHER II – TESDA NC II relevant to the TVL Course (authenticated by TESDA) + Trainer’s Methodology Certificate (authenticated by 	1 copy	Cert. of Last Salary Received



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	TESDA)		
2 copies	Updated Service Record reflecting the effectivity of transfer.		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

e) Requirements for Appointment due to Promotion (Natural Vacancy).

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment.
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Photocopy of Last Approved Appointment if any
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	FOR PRC LICENSE HOLDERS: PRC License (for original appointments and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	IPCRF Summary for the Last three (3) Rating Period
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	Updated Service Record
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (for original		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC) (NON-TEACHING POSITIONS) FOR CSC ELIGIBILITY HOLDERS: CSC Certificate of Eligibility (must be authenticated by CSC)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none"> • TEACHER I - TESDA NC II relevant to the TVL Course (authenticated by TESDA) • TEACHER II to MASTER TEACHER II – TESDA NC II relevant to the TVL Course (authenticated by TESDA) + Trainer’s Methodology Certificate (authenticated by TESDA) 		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

f) Requirements for Appointment due to the Reclassification of Positions (with Approved NOSCA).

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Photocopy of Approved ERF (except for Head Teachers,	1 copy	Photocopy of Approved ERF (except for Head Teachers,



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Master Teachers, and School Principals)		Master Teachers, and School Principals)
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Last Approved Appointment if any
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Updated Service Record
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		
1 copy	FOR PRC LICENSE HOLDERS: PRC License (for original appointments and renewed licenses, the photocopied license must be authenticated by the PRC)		
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		



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g) Requirements for Casual Appointment.

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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
4 copies	Accomplished Plantilla of Casual Appointment • CSC Form 34-A (for original and renewal-reemployment*) • CSC Form 34-E (for renewal-reappointment**) <i>*Renewal-Reemployment means a gap of 1 day or more from the last day of the previous appointment</i> <i>**Renewal-Reappointment means without gap from the last day of the previous appointment</i>	1 copy 1 copy	Updated Service Record Photocopy of the Previous Casual Appointment, if applicable
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)		
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public		
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	Certification as to Availability of Funds		

The forms for Appointment are available for download at the SDO Website (<https://depedsorsogon.com.ph/Home/Forms>).

For information and dissemination.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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