



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

May 16, 2023

DIVISION MEMORANDUM
 NO. 105, s. 2023

UPDATED LIST OF REQUIREMENTS FOR APPOINTMENT

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

This is to inform all concerned on the changes in the list of requirements for appointments for substitute, casual, provisional, and permanent appointments (newly hired, promotion, transfer, 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	Signed CS Form No. 211 Revised 2018 (Medical Certificate)
1 copy	<u>Approved</u> CS Form No. 6 (Leave Form) of the Incumbent	1 copy	Updated Service Record (except for first time appointees)
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	JUNIOR HS and SENIOR HS ONLY: For Non-BSED Graduates, Certification/TOR/any proof of Methods of Teaching
2 copies	Accomplished Attachment to CS Form No. 212 (Work		



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	Experience Sheet)		
2 copies (1 original, 1 photocopy)	PRC License (for original appointments and renewed licenses, the photocopied license must be authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	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)		
2 copies (1 original, 1 photocopy)	For Senior High School TVL Track: TESDA NC II (authenticated by TESDA)		



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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).

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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. 212 (Work Experience Sheet)	1 copy	Photocopy of Last Approved Appointment if any
2 copies (1 original, 1 photocopy)	CSC Certificate of Eligibility – applicable for non-teaching personnel only, except when the appointee is RA 1080 eligible (must be authenticated by CSC)	1 copy	Photocopy of the Latest Transcript of Records
		1 copy	NBI Clearance
		1 copy	CS Form No. 211 Revised 2018 (Medical Certificate)
		1 copy	X-Ray Result
2 copies (1 original, 1 photocopy)	FOR PRC LICENSE HOLDERS: PRC License (for original appointments and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Drug Test Result
		1 copy	Hematology Result
		1 copy	Urinalysis Result
		1 copy	<u>Neuro-Psychiatric Exam Result</u>



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2 copies (1 original, 1 photocopy)	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	JUNIOR HS and SENIOR HS ONLY: For Non-BSED Graduates, Certification/TOR/any proof of Methods of Teaching
2 copies (1 original, 1 photocopy)	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)		
2 copies (1 original, 1 photocopy)	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) 		



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	<ul style="list-style-type: none"> TEACHER II to MASTER TEACHER II – TESDA NC II relevant to the TVL Course (authenticated by TESDA) + Trainer’s Methodology Certificate (authenticated by TESDA) 		

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
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. 212 (Work Experience Sheet)	1 copy	PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)



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2 copies (1 original, 1 photocopy)	FOR PRC LICENSE HOLDERS: PRC License – for LET passers only (must be authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing – for LET passers only (must be authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating – for LET passers only (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)		
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		



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	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)		

d) **Requirements for Appointment due to Transfer** (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	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)		For transferees within the division:	
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	3 copies		Original copies of School Clearance (CS Form No. 7 Revised 2018)
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy		Photocopy of Last Approved Appointment if any
		1 copy		Updated Service Record



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2 copies (1 original, 1 photocopy)	PRC License (must be authenticated by the PRC)	1 copy	JUNIOR HS and SENIOR HS ONLY: For Non-BSED Graduates, Certification/TOR/any proof of Methods of Teaching For transferees from another division / agency:
2 copies (1 original, 1 photocopy)	PRC Certificate of Good Standing (must be authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	PRC Certificate of Rating (must be authenticated by the PRC)	3 copies	Original copies of Division Clearance (CS Form No. 7 Revised 2018)
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	2 copies	Original copies of the Updated Service Record reflecting the Last Day of Service from the previous division / agency.
1 copy	PSA Marriage Contract (for female appointees only, if applicable)	1 copy	Photocopy of the Latest Transcript of Records
		1 copy	JUNIOR HS and SENIOR HS ONLY: For Non-BSED Graduates, Certification/TOR/any proof of Methods of Teaching Other requirements for transfer of salary



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

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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. 212 (Work Experience Sheet)	1 copy	Updated Service Record
2 copies (1 original, 1 photocopy)	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
2 copies (1 original, 1 photocopy)	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	JUNIOR HS and SENIOR HS ONLY: For Non-BSED Graduates, Certification/TOR/any proof of Methods of Teaching
2 copies (1 original, 1 photocopy)	PRC Certificate of Rating (must be authenticated by the PRC). For PBET eligible, please attach the CSC Certificate (must be authenticated by CSC).	1 copy	IPCRF <u>Summary</u> for the last three (3) rating period
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

f) **Requirements for Appointment due to 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 HTs, MTs, and School Principals)	1 copy	Photocopy of Approved ERF (except for HTs, MTs, 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. 212 (Work Experience Sheet)	1 copy	JUNIOR HS ONLY: For Non-BSED Graduates, Certification/TOR/any proof of Methods of Teaching
2 copies (1 original, 1 photocopy)	PRC License (must be authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	PRC Certificate of Good Standing (must be		



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photocopy)	authenticated by the PRC)		
2 copies (1 original, 1 photocopy)	PRC Certificate of Rating (must be authenticated by the PRC). For PBET eligible, please attach the CSC Certificate (must be authenticated by CSC).		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

g) Requirements for Casual Appointments.

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
4 copies	Accomplished <u>CS Form 34-A Revised 2018</u> (for original and renewal-reemployment*) or <u>CS Form 34-E Revised 2018</u> (for renewal-reappointment**) <i>*Renewal-reemployment means with gap of 1 day or more from the last day of previous appointment</i> <i>**Renewal-reappointment means without gap from the last day of previous appointment</i>	1 copy	Updated Service Record
		1 copy	Photocopy of Latest Approved Appointment as Casual (except for original appointments)



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2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)		
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by the Public Attorney / Notary Public		
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form) for Administrative Aide I position		

The forms for Appointment are available for download from this link: <https://tinyurl.com/3zen5mbw>, or scan this QR Code:



For information and dissemination.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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