



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

July 11, 2022

DIVISION MEMORANDUM
 NO. 119, s. 2022

**SUBMISSION OF PERTINENT PAPERS FOR THE RENEWAL OF
 APPOINTMENT OF PROVISIONAL SENIOR HIGH SCHOOL TEACHERS FOR
 SY 2022-2023**

To: Public Schools District Supervisors
 Public Secondary School Heads
 Concerned Teachers

1. This is to inform all concerned of the renewal of appointments of all Provisional Senior High School Teachers hired from June 4, 2018, to present.
2. The requirements for appointment are indicated below.
3. All concerned are requested to submit their Pertinent Papers for Appointment on or before August 5, 2022, at the SDO Records Section.
4. Below is the list of requirements for appointment.

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
		1 copy	PRC Notice of Admission for previous attempt/s in



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
 Landline: (056) 421-5415
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		taking the LET (for renewal of provisional appointment only)
1 copy	PRC License – for LET passers only (must be authenticated by the PRC)		
1 copy	PRC Certificate of Good Standing – for LET passers only (must be authenticated by the PRC)		
1 copy	PRC Certificate of Rating – for LET passers only (must be authenticated by the PRC)		
2 copies	Accomplished CS Form No. 1, s. 2017 (CS Form 122-D or Position Description Form)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		
1 copy	TESDA National Certificates for TVL SHS Teachers only (must be authenticated by TESDA)		



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


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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