



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

October 12, 2023

**DIVISION MEMORANDUM**  
**NO. 217, s. 2023**

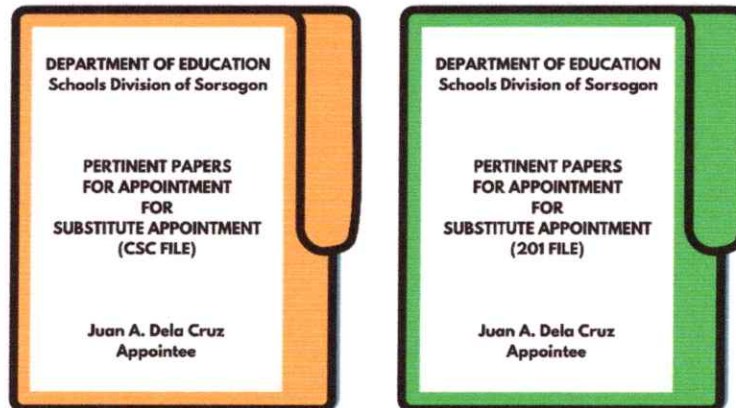
**UPDATED LIST OF REQUIREMENTS FOR APPOINTMENT**

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

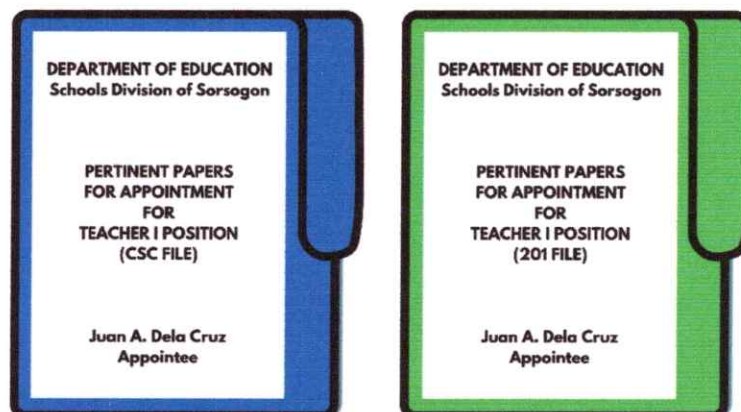
This is to inform all concerned that as required by the Civil Service Commission – Sorsogon Field Office, these are the latest updates on the requirements for appointments for substitute, casual, provisional, and permanent appointments (newly hired, promotion, transfer, and reclassification of positions).

**FOLDERS FOR APPOINTMENT**  
**(DOCUMENTS INSIDE THE FOLDER MUST BE SECURED BY A FASTENER ON THE TOP-CENTER PART)**

**SUBSTITUTE APPOINTMENT:**



**PERMANENT, PROVISIONAL, and CASUAL APPOINTMENTS:**



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



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Indicated below are the updated list of requirements for appointment:

a) **Requirements for Substitute Appointment.**

YELLOW 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	Photocopy of the PRC License
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC Certificate of Good Standing
1 copy	PRC License (for original appointments and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating
1 copy	PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	PRC Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	<b>For Senior High School TVL Track:</b> Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand



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YELLOW FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	Photocopy of the Latest Transcript of Records		
1 copy	<b>For Senior High School TVL Track:</b> TESDA NC II relevant to the Bachelor's degree and the TVL Strand (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. 212 (Work Experience Sheet)	1 copy	Photocopy of Last Approved Appointment if any
1 copy	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 CSC Certificate of Eligibility
		1 copy	Photocopy of the PRC License
1 copy	<b>FOR PRC LICENSE HOLDERS:</b> PRC License (for original appointments)	1 copy	Photocopy of the PRC Certificate of Good Standing
		1 copy	Photocopy of the PRC



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	and renewed licenses, the photocopied license must be authenticated by the PRC)	1 copy	Certificate of Rating
1 copy	<b>FOR PRC LICENSE HOLDERS:</b> PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	<b>FOR PRC LICENSE HOLDERS:</b> PRC Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	NBI Clearance
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	CS Form No. 211 Revised 2018 (Medical Certificate)
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)	1 copy	X-Ray Result
1 copy	PSA Marriage Contract (for female appointees only, if applicable)	1 copy	Drug Test Result
1 copy	<b>For Senior High School TVL Track:</b> <ul style="list-style-type: none"> <li><b>TEACHER I -</b> TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA)</li> </ul>	1 copy	Hematology Result
		1 copy	Urinalysis Result
		1 copy	<u>Neuro-Psychiatric Exam</u> Result
		1 copy	Photocopy of the Latest Transcript of Records
		1 copy	<b>For Senior High School TVL Track:</b> <ul style="list-style-type: none"> <li><b>TEACHER I -</b> Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand</li> <li><b>TEACHER II to MASTER TEACHER II -</b> Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand + Trainer's Methodology Certificate</li> </ul>



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	<ul style="list-style-type: none"> <li><b>TEACHER II to MASTER TEACHER II</b> – TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)</li> </ul>		

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	PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional appointment only)
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Photocopy of Last Approved Appointment
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC License (if applicable)
1 copy	<b>FOR PRC LICENSE HOLDERS:</b> PRC License – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
1 copy	<b>FOR PRC LICENSE HOLDERS:</b> PRC Certificate of Good Standing – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating (if applicable)
		1 copy	Photocopy of the Latest Transcript of Records
		1 copy	Updated Service Record



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	<b>FOR PRC LICENSE HOLDERS:</b> PRC Certificate of Rating – for LET passers only (must be authenticated by the PRC)	1 copy	<b>For Senior High School TVL Track:</b>
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		<ul style="list-style-type: none"> <li>• <b>TEACHER I</b> – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand</li> <li>• <b>TEACHER II to MASTER TEACHER II</b> – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand + Trainer’s Methodology Certificate</li> </ul>
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		
1 copy	<b>For Senior High School TVL Track:</b> <ul style="list-style-type: none"> <li>• <b>TEACHER I</b> - TESDA NC II relevant to the Bachelor’s degree and the TVL Strand (authenticated by TESDA)</li> <li>• <b>TEACHER II to MASTER TEACHER II</b> – TESDA NC II relevant to the Bachelor’s degree and the TVL Strand (authenticated by TESDA) + Trainer’s Methodology Certificate (authenticated by TESDA)</li> </ul>		



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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)		<b>For transferees within the division:</b>  Original copies of School Clearance (CS Form No. 7 Revised 2018)  Photocopy of Last Approved Appointment if any  Photocopy of the CSC Certificate of Eligibility  Photocopy of the PRC License  Photocopy of the PRC Certificate of Good Standing  Photocopy of the PRC Certificate of Rating  Updated Service Record  Photocopy of the Latest Transcript of Records  <b>For transferees from another division / agency:</b>  Original copies of Division Clearance (CS Form No. 7 Revised 2018)  Original copies of the Updated Service Record reflecting the Last Day of Service from the previous division / agency.
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	3 copies	
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	
1 copy	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	
1 copy	PRC License (must be authenticated by the PRC)	1 copy	
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	
2 copies	PRC Certificate of Rating (must be authenticated by the PRC)	1 copy	
1 copy	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	3 copies	
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)	2 copies	
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	<b>For Senior High School TVL Track:</b> <ul style="list-style-type: none"> <li>• <b>TEACHER I</b> - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA)</li> <li>• <b>TEACHER II to MASTER TEACHER II</b> – TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)</li> </ul>	1 copy  1 copy	Photocopy of the Latest Transcript of Records  <b>For Senior High School TVL Track:</b> <ul style="list-style-type: none"> <li>• <b>TEACHER I</b> – Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand</li> <li>• <b>TEACHER II to MASTER TEACHER II</b> – Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand + Trainer's Methodology Certificate</li> </ul> Other requirements for transfer of salary

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. 212 (Work Experience Sheet)	1 copy	Photocopy of CSC Certificate of Eligibility



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	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 PRC License
		1 copy	Photocopy of the PRC Certificate of Good Standing
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Updated Service Record
1 copy	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	Photocopy of the Latest Transcript of Records
		1 copy	IPCRF <u>Summary</u> for the last three (3) rating period
		1 copy	<b>For Senior High School TVL Track:</b>
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		<ul style="list-style-type: none"> <li>• <b>TEACHER I</b> – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand</li> <li>• <b>TEACHER II to MASTER TEACHER II</b> – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand + Trainer’s Methodology Certificate</li> </ul>
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		
1 copy	<b>For Senior High School TVL Track:</b> <ul style="list-style-type: none"> <li>• <b>TEACHER I</b> - TESDA NC II relevant to the Bachelor’s degree and the TVL Strand (authenticated by TESDA)</li> <li>• <b>TEACHER II to MASTER TEACHER II</b> – TESDA NC II relevant to the</li> </ul>		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Bachelor's degree and the TVL Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA)		

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	Photocopy of the PRC License
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC Certificate of Good Standing
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Updated Service Record
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	PRC Certificate of Rating (must be authenticated by the PRC). For PBET eligible, please attach the CSC Certificate (must be		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	authenticated by CSC).		
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)		
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		

- g) **Requirements for Casual Appointments.** For Casual Appointments, the Plantilla of Casual Appointments shall now be prepared by the SDO Personnel Section. The appointee shall come to this Office to sign and claim the signed copy of the Plantilla/Appointment.

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Certification from the School Head that the Recommendee/Appointee is not related to him/her within the 3 <sup>rd</sup> degree of affinity or consanguinity, corroborated by the teachers	1 copy	Updated Service Record
		1 copy	Photocopy of Latest Approved Appointment as Casual (except for original appointments)
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,		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	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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Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
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