



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

November 7, 2024

DIVISION MEMORANDUM
NO. 260, s. 2024

**UPDATED LIST OF REQUIREMENTS FOR APPOINTMENT
(DUE TO THE ADDITION OF IPCRF AND COMPARATIVE ASSESSMENT
RESULTS IN THE PROMOTIONAL APPOINTMENTS,
AND OTHER UPDATES)**

To: Public Schools District Supervisors and OIC-PSDSs
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) as of November 2024.

Attached in this Memorandum is a sample copy of the accomplished CSC Form 212 Revised 2017 (Personal Data Sheet) for your reference. **All appointees are advised to have their PDS checked first at the SDO Personnel Section before having them notarized.**

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



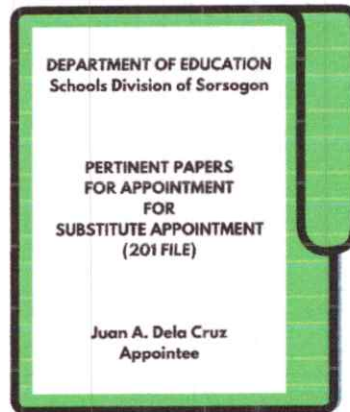
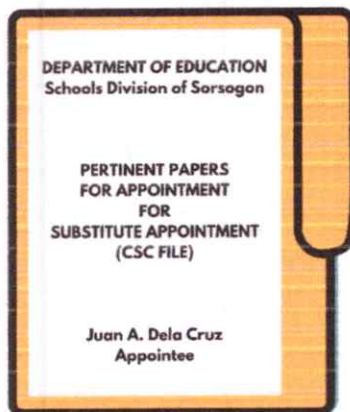
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Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



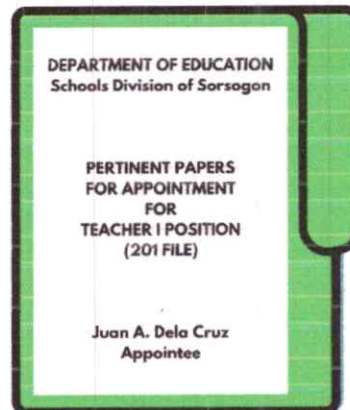
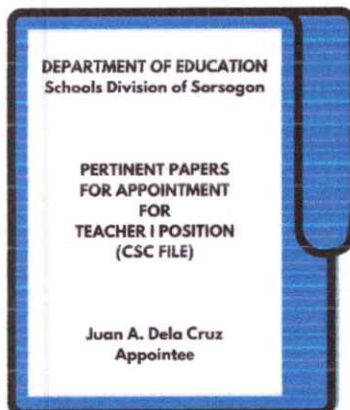
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FOLDERS FOR APPOINTMENT
(DOCUMENTS INSIDE THE FOLDER MUST BE SECURED BY A
FASTENER ON THE TOP-CENTER PART)

SUBSTITUTE APPOINTMENT:



PERMANENT, PROVISIONAL, and CASUAL APPOINTMENTS:





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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 the 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	Photocopy of the Latest Transcript of Records
		1 copy	For Senior High



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YELLOW FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		School TVL Track: Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand
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	Photocopy of the Latest Transcript of Records		
1 copy	For Senior High School TVL Track: TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by		



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YELLOW FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	TESDA)		

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)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment	1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Clearance from Previous Employer
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 the CSC Certificate of Eligibility
		1 copy	Photocopy of the PRC License
		1 copy	Photocopy of the PRC



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
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	Certificate of Good Standing
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 PRC Certificate of Rating
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	Photocopy of the Latest Transcript of Records
1 copy	FOR PRC LICENSE HOLDERS: PRC	1 copy	NBI Clearance
		1 copy	CS Form No. 211 Revised 2018 (Medical Certificate)
		1 copy	X-Ray Result
		1 copy	Drug Test Result
		1 copy	Hematology Result
		1 copy	Urinalysis Result
		1 copy	<u>Neuro-Psychiatric Exam Result</u>
		1 copy	Photocopy of the Latest Transcript of Records
		1 copy	For Senior High



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Certificate of Rating (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)		School TVL Track: <ul style="list-style-type: none"> • TEACHER I – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand • TEACHER II to MASTER TEACHER II – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand + Trainer’s Methodology Certificate
1 copy	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)		
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none"> • TEACHER I - TESDA NC II relevant to the Bachelor’s degree and the TVL Strand (authenticated by 		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	TESDA) • TEACHER II to MASTER TEACHER II – TESDA NC II relevant to the Bachelor’s degree and the TVL Strand (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	PRC Notice of Admission for previous attempt/s in taking the LET (for renewal of provisional
2 copies	Accomplished CS Form		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	appointment only)
1 copy	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of Last Approved Appointment
1 copy	FOR PRC LICENSE HOLDERS: PRC License – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of the PRC License (if applicable)
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Good Standing – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Good Standing (if applicable)
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating (if applicable)
1 copy	FOR PRC LICENSE HOLDERS: PRC Certificate of Rating – for LET passers only (must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
		1 copy	Updated Service Record
		1 copy	For Senior High School TVL Track:
			<ul style="list-style-type: none"> • TEACHER I – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the



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BLUE 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)		TVL Strand <ul style="list-style-type: none"> • TEACHER II to MASTER TEACHER II – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand + Trainer’s Methodology Certificate
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	For Senior High School TVL Track: <ul style="list-style-type: none"> • TEACHER I - TESDA NC II relevant to the Bachelor’s degree and the TVL Strand (authenticated by TESDA) • TEACHER II to MASTER TEACHER II – TESDA NC II relevant to the Bachelor’s degree and the TVL 		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Strand (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
1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment and/or Latest Endorsement	1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment and/or Latest Endorsement
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	3 copies	For transferees within the division: Original copies of School Clearance (CS Form No. 7 Revised 2018)
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Attorney / Notary Public	1 copy	Photocopy of Last Approved Appointment
1 copy	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the CSC Certificate of Eligibility
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	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Good Standing
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Photocopy of the PRC Certificate of Rating
1 copy	PRC Certificate of Rating (must be authenticated by the PRC)	1 copy	Original copies of the Updated Service Record reflecting the Last Day of Service from the previous division / agency.
1 copy	Accomplished CS Form No. 1, s. 2017 (Position Description Form)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	Latest Transcript of		For transferees from another division / agency:



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	Records (authenticated by the School/Issuing Institution)	3 copies	Original copies of Division Clearance (CS Form No. 7 Revised 2018)
1 copy	PSA Marriage Contract (for female appointees only, if applicable)	2 copies	Original copies of the Updated Service Record reflecting the Last Day of Service from the previous division / agency.
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none"> • TEACHER I - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) • TEACHER II to MASTER TEACHER II - TESDA NC II relevant to the Bachelor's degree and the TVL Strand (authenticated by TESDA) + Trainer's Methodology Certificate (authenticated by TESDA) 	1 copy	Photocopy of the Latest Transcript of Records
		1 copy	For Senior High School TVL Track: <ul style="list-style-type: none"> • TEACHER I - Photocopy of the TESDA NC II relevant to the Bachelor's degree and the TVL Strand • TEACHER II to MASTER TEACHER II - Photocopy of the TESDA NC II relevant to the



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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 + Trainer's Methodology Certificate Other requirements for transfer of salary

e) Requirements for Appointment due to Promotion.

BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment	1 copy	Photocopy of the Letter issued by the HRMO re: submission of requirements for appointment
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 CSC Certificate of Eligibility
		1 copy	Photocopy of the PRC License



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished Attachment to CS Form No. 212 (Work Experience Sheet)	1 copy	Photocopy of the PRC Certificate of Good Standing
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 Certificate of Rating
		1 copy	Updated Service Record
		1 copy	Photocopy of the Latest Transcript of Records
1 copy	PRC License (must be authenticated by the PRC)	1 copy	IPCRF <u>Summary</u> for the last three (3) rating period
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	Comparative Assessment Result
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	For Senior High School TVL Track:
			<ul style="list-style-type: none"> • TEACHER I – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand • TEACHER II to
2 copies	Accomplished CS Form No. 1, s. 2017 (Position Description Form)		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	Latest Transcript of Records (authenticated by the School/Issuing Institution)		MASTER TEACHER II – Photocopy of the TESDA NC II relevant to the Bachelor’s degree and the TVL Strand + Trainer’s Methodology Certificate
1 copy	PSA Marriage Contract (for female appointees only, if applicable)		
1 copy	IPCRF <u>Summary</u> for the Last 3 Rating Period (authenticated by the Division HRMO)		
1 copy	Comparative Assessment Result (authenticated by the Division HRMO)		
1 copy	For Senior High School TVL Track: <ul style="list-style-type: none">• TEACHER I - TESDA NC II relevant to the Bachelor’s degree and the TVL Strand (authenticated by TESDA)• TEACHER II to MASTER TEACHER II –		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	TESDA NC II relevant to the 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
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	Photocopy of the PRC License
		1 copy	Photocopy of the PRC



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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. 212 (Work Experience Sheet)	1 copy	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).		Photocopy of the Latest Transcript of Records
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)		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
	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 Recommendeo/Appointee is not related to him/her within the 3 rd degree of affinity or consanguinity, corroborated by the teachers	1 copy	Updated Service Record
2 copies	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)	1 copy	Photocopy of Latest Approved Appointment as Casual (except for original appointments)
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by the Public Attorney / Notary Public		
2 copies	Accomplished Attachment		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	to CS Form No. 212 (Work Experience Sheet) Accomplished CS Form No. 1, s. 2017 (Position Description Form) for Administrative Aide I position		

For information and wide dissemination.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	DE LA CRUZ		
FIRST NAME	JUAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SANTOS		
3. DATE OF BIRTH (mm/dd/yyyy)	December 6, 1989	16. CITIZENSHIP <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	IROSIN, SORSOGON		If holder of dual citizenship, please indicate the details.
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BLK 9 LOT 7 PHASE 2 <small>House/Block/Lot No. Street</small> SEABREEZE HOMES CABID-AN <small>Subdivision/Village Barangay</small> SORSOGON CITY SORSOGON <small>City/Municipality Province</small>
7. HEIGHT (m)	1.63 m	ZIP CODE	4700
8. WEIGHT (kg)	50 kg		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	BLK 9 LOT 7 PHASE 2 <small>House/Block/Lot No. Street</small> SEABREEZE HOMES CABID-AN <small>Subdivision/Village Barangay</small> SORSOGON CITY SORSOGON <small>City/Municipality Province</small>
10. GSIS ID NO.	2001234567	ZIP CODE	4700
11. PAG-IBIG ID NO.	152123456789		
12. PHILHEALTH NO.	190123456789	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	0928-123-4567
14. TIN NO.	147123456	21. E-MAIL ADDRESS (if any)	juandelacruz@deped.gov.ph
15. AGENCY EMPLOYEE NO.	4811234		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DE LA CRUZ			
FIRST NAME	HECTOR	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	GARCIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	SANTOS			
FIRST NAME	MARIA			
MIDDLE NAME	REYES			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SORSOGON PILOT ELEMENTARY SCHOOL	PRIMARY	1995	2002	N/A	2002	SALUTATORIAN
SECONDARY	SORSOGON NATIONAL HIGH SCHOOL	SECONDARY	2002	2006	N/A	2006	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	BOOKKEEPING NC II	2006	2007	N/A	N/A	N/A
COLLEGE	SORSOGON STATE COLLEGE	BACHELOR IN SECONDARY EDUCATION MAJOR IN ENGLISH	2006	2010	N/A	2010	DEAN'S LISTER
GRADUATE STUDIES	BICOL UNIVERSITY	MASTER OF ARTS IN MANAGEMENT MAJOR IN ADMINISTRATION AND SUPERVISION	2019	PRESENT	18 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 11, 2023
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,
 a. within the third degree?
 b. within the fourth degree (for Local Government Unit - Career Employees)?

YES NO
 YES NO
 If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?
 b. Have you been criminally charged before any court?

YES NO
 If YES, give details: _____

YES NO
 If YES, give details: _____
 Date Filed: _____
 Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

YES NO
 If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

YES NO
 If YES, give details: **RESIGNATION (PRIVATE EMPLOYMENT)** _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?
 b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

YES NO
 If YES, give details: _____

YES NO
 If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES NO
 If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:
 a. Are you a member of any indigenous group?
 b. Are you a person with disability?
 c. Are you a solo parent?

YES NO
 If YES, please specify: _____

YES NO
 If YES, please specify ID No: _____

YES NO
 If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
HECTOR C. RIVERA	IROSIN, SORSOGON	211-1234
XAVIER THORPE	MAKATI CITY	02-1234-5678
JUSTIN AVELINO	STA. MAGDALENA, SORSOGON	421-5678



PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
 PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PRC LICENSE**

ID/License/Passport No.: **1234567**

Date/Place of Issuance: **LEGAZPI CITY**



Signature (Sign inside the box)
JANUARY 11, 2023
 Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

(MUST BE NOTARIZED BY A PUBLIC ATTORNEY OR NOTARY PUBLIC)

Person Administering Oath