



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

May 10, 2022

**DIVISION MEMORANDUM**  
NO. 073, s. 2022

**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 appointment for substitute, casual, provisional, and permanent appointments (newly hired, promotion, transfer, and reclassification of positions).

a) **Requirements for Substitute Appointment.**

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<b>NO. OF COPIES</b>	<b>REQUIREMENT</b>	<b>NO. OF COPIES</b>	<b>REQUIREMENT</b>
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		
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)		
1 copy	PRC License (for original appointments and renewed licenses, the		



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BLUE FOLDER (CSC FILE)		GREEN FOLDER (201 FILE)	
NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	photocopied license must be authenticated by the PRC)		
1 copy	PRC Certificate of Good Standing (for original 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 (CS Form 122-D or Position Description Form)		

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



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished Attachment to CS Form No. 2012 (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 Latest Transcript of Records
		1 copy	NBI Clearance
		1 copy	CS Form No. 211 Revised 2018 (Medical Certificate)
1 copy	PRC License (for original appointments and renewed licenses, the photocopied license 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	PRC Certificate of Good Standing (for original appointments and renewed licenses, the photocopied certificate must be authenticated by the PRC)	1 copy	<u>Neuro-Psychiatric Exam Result</u>
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 (CS Form 122-D or Position		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	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)		

- c) **Requirements for the Renewal of Senior High School Appointment** (renewal of provisional appointment or change of status from provisional to permanent).

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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 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. 2012 (Work Experience Sheet)	1 copy	PRC Notice of Admission for previous attempt/s in 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		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	authenticated by the PRC) 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)		

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	Accomplished CS Form No. 32 Revised 2018 (Oath of Office)		<b>For transferees within the division:</b>
2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	2 copies	Original copies of the Approved Swapping Agreement – for swapping only
2 copies	Accomplished Attachment to CS Form	3 copies	Original copies of School Clearance (CS Form No. 7 Revised



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	No. 2012 (Work Experience Sheet)	1 copy	2018)
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of Last Approved Appointment if any
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)	2 copies	<b>For transferees from another division / agency:</b> Original copies of the Approved Swapping Agreement – for swapping only
2 copies	Accomplished CS Form No. 1, s. 2017 (CS Form 122-D or Position Description Form)	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	Photocopy of the Latest Transcript of Records

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



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2 copies	Accomplished CS Form No. 212 Revised 2017 (PDS) signed by a Public Attorney / Notary Public	1 copy	requirements for appointment Photocopy of Last Approved Appointment if any
2 copies	Accomplished Attachment to CS Form No. 2012 (Work Experience Sheet)	1 copy	Updated Service Record
1 copy	PRC License (must be authenticated by the PRC)	1 copy	Photocopy of the Latest Transcript of Records
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)	1 copy	IPCRF <u>Summary</u> for the last three (3) rating period
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).		
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)		



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

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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. 2012 (Work Experience Sheet)		
1 copy	PRC License (must be authenticated by the PRC)		
1 copy	PRC Certificate of Good Standing (must be authenticated by the PRC)		
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).		
2 copies	Accomplished CS Form		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
1 copy	No. 1, s. 2017 (CS Form 122-D or Position Description Form)  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**) <small>*Renewal-reemployment means with gap of 1 day or more from the last day of previous appointment</small> <small>**Renewal-reappointment means without gap from the last day of previous appointment</small>	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, if applicable
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. 2012 (Work Experience Sheet)		



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NO. OF COPIES	REQUIREMENT	NO. OF COPIES	REQUIREMENT
2 copies	Accomplished CS Form No. 1, s. 2017 (CS Form 122-D or Position Description Form)		

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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