



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
NO. 21 s. 2023

JUN 30 2023

UPDATED FORMS AND TEMPLATES IN APPOINTMENT PROCEDURES

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary, Junior, and Senior High School Heads
Administrative Officer II
All Other Concerned

1. This Office informs all concerned regarding the use of the updated forms and templates in the appointment processing.
2. The update aims to minimize the errors in forms and templates that will be submitted to the Division Office.
3. Attached are the steps on how to fill up the various forms in the appointment processing. You may access the forms and templates thru Google Drive via this link: rb.gy/f2vz1 or thru this QR code:



<https://rb.gy/f2vz1>

4. Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

AD7

Reference:
2017 Omnibus Rules on Appointments
and Other HR Actions
Perpetual Index under:
Appointment Processing
Encl.: as stated



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Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Annex A

CS Form No. 4
Series of 2018

Republic of the Philippines
Department of Education
Schools Division Office of Bataan

CERTIFICATION OF ASSUMPTION TO DUTY

COMPLETE NAME OF THE APPOINTEE

POSITION

This is to certify that Mrs./Ms./Mr. _____ has
assumed the duties and responsibilities as _____ of _____
_____ effective _____

EFFECTIVITY DATE

This certification is issued in connection with the issuance of the
appointment of Mrs./Mr. _____ as _____

POSITION

Done this _____ day of _____, 2023 in City of Balanga,
Bataan.

SURNAME OF THE APPOINTEE

EFFECTIVITY DATE

School Head

Date: _____
EFFECTIVITY DATE

Attested by:

ALLAN KAYE V. LEGASPI
Administrative Officer IV / HRMO II

201 file
Admin
COA
CSC

*For submission to CSCFO
within 30 days from the
date of assumption of the
appointee*



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REGION III
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Annex B

CS Form No. 32
Revised 2018

REPUBLIC OF THE PHILIPPINES
Department of Education
Schools Division Office of Bataan

COMPLETE NAME OF THE APPOINTEE

OATH OF OFFICE

ADDRESS OF THE APPOINTEE

POSITION

I, _____ of _____ having been
appointed to the position of _____ hereby solemnly swear, that I will
faithfully discharge to the best of my ability, the duties of my present position and of
all others that I may hereafter hold under the Republic of the Philippines; that I will
bear true faith and allegiance to the same; that I will obey the laws, legal orders, and
decrees promulgated by the duly constituted authorities of the Republic of the
Philippines; and that I impose this obligation upon myself voluntarily, without mental
reservation or purpose of evasion.

SO HELP ME GOD.

COMPLETE NAME OF THE APPOINTEE

APPOINTEE

COMPLETE GOVERNMENT ISSUED ID DETAILS

Government ID: _____
ID Number: _____
Date Issued: _____

Subscribed and sworn to before me this _____ day of _____, 20__ in
City of Balanga, Bataan, Philippines.

EFFECTIVITY DATE

NOTARY PUBLIC/
MAYOR/
BARANGAY CAPTAIN



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REGION III
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Annex C.1

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 <small>(Revised Version No. 1 s 2017)</small>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
2. ITEM NUMBER		3. SALARY GRADE	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
Department of Education		Bureau of Public Schools	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Schools Division Office of Bataan			
9. PRESENT APPROP. ACT	10. PREVIOUS APPROP. ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
CY	CY	Php Imo.	Php Imo.
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <small>(if more than seven (?) list only by their item numbers and titles)</small>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Printer, Photocopier, Telephone			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal		17b. External	
Executive / Managerial Supervisors	Occasional <input type="checkbox"/> Frequent <input type="checkbox"/>	General Public	Occasional <input type="checkbox"/> Frequent <input type="checkbox"/>
Non-Supervisors	Occasional <input type="checkbox"/> Frequent <input checked="" type="checkbox"/>	Other Agencies	Occasional <input type="checkbox"/> Frequent <input type="checkbox"/>
Staff	Occasional <input type="checkbox"/> Frequent <input type="checkbox"/>	Others (Please Specify):	
18. WORKING CONDITION			
Office Work	Occasional <input type="checkbox"/> Frequent <input type="checkbox"/>	Other/s (Please Specify)	
Field Work	Occasional <input type="checkbox"/> Frequent <input checked="" type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			

POSITION

SALARY GRADE, STEP

PLANTILLA

PRESENT SCHOOL YEAR

SCHOOL YEAR FROM THE END OF
PLANTILLA

SCHOOL DEPLOYMENT

LATEST NBC

PERA

POSITION TITLE OF
IMMEDIATE SUPERVISOR

POSITION TITLE OF NEXT
HIGHER SUPERVISOR

N/A IF THERE IS **NONE** TO
DIRECTLY SUPERVISE

**IF HEAD TEACHER, ASSISTANT
SCHOOL PRINCIPAL AND SCHOOL
PRINCIPAL PLS. ATTACHED THE
POSITION TITLE AND ITEM
NUMBER OF THOSE THEY
DIRECTLY SUPERVISES**

BRIEF DESCRIPTION OF THE
GENERAL FUNCTION



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SCHOOLS DIVISION OFFICE OF BATAAN

Annex C.2

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
21e. Core Competencies			Competency Level
N/A			
21f. Leadership Competencies			Competency Level
N/A			
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level	
Percentage of Working Time	(State the duties and responsibilities here.)		
100%		N/A	
	23. ACKNOWLEDGMENT AND ACCEPTANCE:		
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature	

JOB SUMMARY ONLY

QUALIFICATION STANDARDS
(SAME IN PUBLICATION)

DUTIES AND RESPONSIBILITIES

APPOINTEE'S NAME, SIGNATURE, DATE

SUPERVISOR'S NAME, SIGNATURE, DATE



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CSC PRIMARY BRONZE AWARD



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Annex D.1

NOTE: RED TEXTS ARE SOLELY FOR THE PURPOSE OF HIGHLIGHTING THE NEEDED DATA IN ACCOMPLISHING THE PERSONAL DATA SHEET (PDS)
***THIS PDS IS FICTIONAL**

PAGE 1 OF 4

CS Form No. 212 Revised 2017			
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 <input type="checkbox"/> 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	DELACRUZ		
FIRST NAME	JUAN	NAME EXTENSION (JR, SR)	
MIDDLE NAME	REYES	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	10/15/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BALANGA CITY, BATAAN	If holder of dual citizenship, please indicate the details	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pis. indicate country:
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	Philippines
7. HEIGHT (m)	1.66	House/Block/Lot No.	Street
8. WEIGHT (kg)	90	Subdivision/Village	Barangay
9. BLOOD TYPE	O+	DINALUPIHAN	BATAAN
10. GSIS ID NO.	200123456 7	City/Municipality	Province
11. PAG-IBIG ID NO.	122345567889	ZIP CODE	2110
12. PHILHEALTH NO.	070512345672	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	House/Block/Lot No.	Street
14. TIN NO.	417891234	Subdivision/Village	Barangay
15. AGENCY EMPLOYEE NO.	53456789	DINALUPIHAN	BATAAN
		City/Municipality	Province
		ZIP CODE	2110
		19. TELEPHONE NO.	123-456
		20. MOBILE NO.	0912 345 6789
		21. E-MAIL ADDRESS (if any)	juandelacruz@ deped.gov.ph



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Annex D.1.1

***CONTINUATION OF PAGE 1 of 4**

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		NAME EXTENSION (JR., SR)	N/A		N/A		
MIDDLE NAME							
OCCUPATION							
EMPLOYER/BUSINESS NAME							
BUSINESS ADDRESS							
TELEPHONE NO.							
24. FATHER'S SURNAME	DELA CRUZ						
FIRST NAME	PEDRO	NAME EXTENSION (JR., SR)					
MIDDLE NAME	SANTIAGO	JR					
25 MOTHER'S MAIDEN NAME							
SURNAME	REYES						
FIRST NAME	JUANA						
MIDDLE NAME	GOMEZ						
(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	PENTOR ELEMENTARY SCHOOL	ELEMENTARY	1999	2005	GRADUATED	2005	N/A
SECONDARY	ST. JOHN'S ACADEMY INC.	SECONDARY	2005	2009	GRADUATED	2009	N/A
VOCATIONAL / TRADE COURSE	EASTWOODS COLLEGES	NATIONAL CERTIFICATE II IN FOOD AND BEVERAGE SERVICES	2015	2015	COMPLETED	N/A	N/A
COLLEGE	BATAAN PENINSULA STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION MAJOR IN GENERAL EDUCATION	2009	2013	GRADUATED	2013	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		June 16, 2023	

CS FORM 212 (Revised 2017), Page 1 of 4



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Annex D.2

*PAGE 2 of 4

IV. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE / RA 1080 (BOARD / BAR) UNDER SPECIAL LAWS / CES / CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
				NUMBER	Date of Validity		
LICENSURE EXAMINATION FOR TEACHERS	83%	09/30/2018	MANILA	1234567	10/15/2024		
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY / JOB / PAY GRADE / STEP (If not "18-8")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
02/18/2020	PRESENT	TEACHER I	PENTOR ELEMENTARY SCHOOL	P 27,264.00	11-2	PERMANENT	Y
10/20/2019	12/14/2019	TEACHER I	SAPANG BALAS ELEMENTARY SCHOOL	P 26,754.00	11-1	SUBSTITUTE	Y
(Continue on separate sheet if necessary)							
SIGNATURE		DATE		June 16, 2023			

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Annex D.3

***PAGE 3 of 4**

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S						
29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Management / Supervisory / Technical etc.)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	NATIONAL CERTIFICATE II IN FOOD AND BEVERAGE SERVICES	02/18/2015	03/08/2015	336	TECHNICAL	TESDA
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31	SPECIAL SKILLS AND HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33	MEMBERSHIP IN ASSOCIATION OR ORGANIZATION (Write in full)	
	COOKING		N/A		N/A	
	DRAWING					
	DANCING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	June 16, 2023	

CS FORM 212 (Revised 2017) Page 3 of 4



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Annex D.4

***PAGE 4 of 4**

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: END OF TERM</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>



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Annex D.4.1

***CONTINUATION OF PAGE 4 of 4**

41. REFERENCES (Person not related by consanguinity or affinity to applicant/ appointee)		
NAME	ADDRESS	TEL. NO.
WENDELL MACALINAO	DINALUPIHAN, BATAAN	123-456
RAYMOND PAGUIO	DINALUPIHAN, BATAAN	123-789
SHIRLYN FORBES	DINALUPIHAN, BATAAN	123-123

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 cases against me.

Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) June 16, 2023 Date Accomplished
Government Issued ID: PRC	
ID/License/Passport No: 1234567	
Date/Place of Issuance: MANILA, PHILIPPINES	

SUBSCRIBED AND SWORN to before me this **16th day of June 2023** at **Dinalupihan, Bataan** by the applicant exhibiting higher validly issued government ID as indicated above.

Person Administering Oath

PHOTO

Right Thumbmark

CSC FORM 212 (Revised 2017), Page 4 of 4

EFFECTIVITY DATE

PRINTED NOT COMPUTER
GENERATED (CSC FORMAT)

NOTARY PUBLIC/
MAYOR/
BARANGAY CAPTAIN

RIGHT THUMBMARK

NOTE: Please print your PDS in **8.5x13 inches** format with **80% scaling** (normal size)



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CSC PRIME-HRM BRONZE AWARD



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Annex E

PERTINENT PAPERS
OF

NAME OF APPLICANT

SCHOOL

ORIGINAL

REQUIREMENTS

LABELLED - ORDINARY LONG
FOLDER

RECEIVED FROM:

1	Appointment (Form 33)	1
2	Send updated softcopy at appointment.admin.bataan@deped.gov.ph with clear e-signature	
3	GSIS FORM	2
4	Assumption to Duty	3
5	Oath of Office	2
6	Justification (for Temporary Status – address to CSC Director signed by the Superintendent)	2
7	Position Description Form (PDF) w/ complete data	3
8	Publication (for permanent item)	1
9	PSIPOP	1
10	Ranking	1
11	Recommendation/Original Advice of Assignment	1
12	B.I Certification (Original Copy)	2
13	Authority to fill (if vice is resigned/retired/deceased/transfer)	1
14	Clearance from previous employer	
15	Promotion, Resignation, Transfer, Retirement of Incumbent (S.O. / Approved)	1
16	Personal Data Sheet (Form 212) complete data w/ Work Experience Sheet	3
17	Original Copy of Authenticated Report of Rating & PRC License / Authenticated CSC Eligibility	2
18	Medical Certificate (Form 211 w/ Doc. Stamp-Orig. Copy only) with Original & Certified photocopy of the following: a.) Urinalysis b.) Hematology c.) Drug Test d.) X-Ray e.) Neuro	2
19	Original Authenticated Copy of Transcript of Records (TOR)	2
20	Certificate of Live Birth (duly authenticated by PSA or LCR of the municipality or city)	2
21	Marriage Contract/Certificate (duly authenticated by PSA or LCR of the municipality or city)	2
22	Original NBI Clearance	2
23	NCII and TMC1 (FOR SENIOR HIGH SCHOOL-TVL TRACK)	2
24	PAGIBIG MDF	2
25	PHILHEALTH ER2	2
26	BIR 1902/2305	2

I hereby authorized the assigned SDO Personnel to send the advance copy of my appointment documents to our school/district clerk for salary and other benefits and compensation purposes.

Name and signature of the appointee



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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Annex F

PERTINENT PAPERS
OF

NAME OF APPLICANT

SCHOOL

PROMOTION/ RECLASSIFICATION

REQUIREMENTS

LABELLED - ORDINARY LONG
FOLDER

RECEIVED FROM:

1. Appointment (Form 33)	1
Send updated softcopy at appointment.admin.bataan@deped.gov.ph with clear e-signature	
2. Assumption to Duty	3
3. Oath of Office	2
4. Position Description Form (PDF) w/ complete data	3
5. ERF , PAL , NOSCA	2
6. Publication	1
7. PSIPOP	1
8. Authority to fill	1
9. Personal Data Sheet (Form 212) w/ complete data with Work experience sheet	3
10. Authenticated Report of Rating & PRC License / CSC Eligibility	2
11. Performance Rating (latest rating period)	2
12. Transcript of Records / MA Grad or MA Units	2
13. Certification, Authentication & Verification (CAV) from CHED (for graduates from Private Schools)	2
14. Trainings	2
15. Neuro test and Drug test	2
16. NC II and TMC I (FOR SENIOR HIGH SCHOOL TVL TRACK)	2
17. Class Program (for MT ITEM) (For Reclass only)	2

I hereby authorized the assigned SDO Personnel to send the advance copy of my appointment documents to our school/district clerk for salary and other benefits and compensation purposes.

Name and signature of the appointee



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 337 3400





Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Annex G

PERTINENT PAPERS
OF

NAME OF APPLICANT

SCHOOL

REAPPOINTMENT

REQUIREMENTS

LABELLED - ORDINARY LONG
FOLDER

RECEIVED FROM: _____

_____ 1. Appointment (Form 33)	1
_____ Send updated softcopy at appointment.admin.bataan@deped.gov.ph	
_____ with clear e-signature	
_____ 2. GSIS FORM	2
_____ 3. Assumption to Duty	3
_____ 4. Oath of Office	2
_____ 5. Position Description Form (PDF) w/ complete data	3
_____ 6. Publication	1
_____ 7. PSIPOP	1
_____ 8. Ranking	1
_____ 9. Recommendation / Advice of Assignment	
_____ 10. Personal Data Sheet (Form 212) w/ complete data	3
_____ with Work experience sheet	
_____ 11. Authenticated Report of Rating & PRC License / CSC Eligibility	2
_____ 12. Trainings	2
_____ 13. Latest Performance Rating	2
_____ 14. NC II and TMC I (FOR SENIOR HIGH SCHOOL TVL TRACK)	2
_____ 15. Justification (for Temporary Status –	2
_____ address to CSC Director signed by the Superintendent)	
_____ 16. Neuro	2
_____ 17. PAGIBIG MDF	2
_____ 18. PHILHEALTH ER2	2
_____ 19. BIR 1902/2305	2

I hereby authorized the assigned SDO Personnel to send the advance copy of my appointment documents to our school/district clerk for salary and other benefits and compensation purposes.

Name and signature of the appointee



"We Mould Heroes"





Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Annex H

PERTINENT PAPERS
OF

NAME OF APPLICANT

SCHOOL

REEMPLOYMENT

REQUIREMENTS

LABELLED - ORDINARY LONG
FOLDER

RECEIVED FROM: _____

1. Appointment (Form 33)	1
Send updated softcopy at appointment.admin.bataan@deped.gov.ph with clear e-signature	
2. GSIS FORM	2
3. Assumption to Duty	3
4. Oath of Office	2
5. Position Description Form (PDF) w/ complete data	3
6. Clearance from Previous work	2
7. Publication, PSIPOP, Ranking	1
8. Recommendation / Advice of Assignment	
9. Personal Data Sheet (Form 212) w/ complete data with Work experience sheet	3
10. Authenticated Report of Rating & PRC License / CSC Eligibility	2
11. Medical Certificate (Form 211 w/ Doc. Stamp-Orig. Copy only) with Original & Certified photocopy of the following: a.) Urinalysis b.) Hematology c.) Drug Test d.) X-ray e.) Neuro	2
12. Transcript of Records	
13. Certificate of Live Birth	2
14. Marriage Contract/Certificate	2
15. Trainings	2
16. NC II and TMC I (FOR SENIOR HIGH SCHOOL TVL TRACK)	2
17. NBI Clearance	2
18. Justification (for Temporary Status – address to CSC Director signed by the Superintendent)	2
19. Justification (for Temporary Status – address to Superintendent signed by the appointee; noted of Principal)	2
20. Neuro and Drug test (FOR CONTINUOUS SUBSTITUTE ONLY)	2
21. PAGIBIG MDF	2
22. PHILHEALTH ER2	2
23. BIR 1902/2305	2

I hereby authorized the assigned SDO Personnel to send the advance copy of my appointment documents to our school/district clerk for salary and other benefits and compensation purposes.

Name and signature of the appointee



"We Mould Heroes"





Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Annex I

PERTINENT PAPERS
OF

NAME OF APPLICANT

SCHOOL

TRANSFER

REQUIREMENTS

LABELLED - ORDINARY LONG
FOLDER

RECEIVED FROM: _____

_____ 1. Appointment (Form 33)	1
_____ Send updated softcopy at appointment.admin.bataan@deped.gov.ph with clear e-signature	
_____ 2. GSIS FORM	2
_____ 3. Assumption to Duty	3
_____ 4. Oath of Office	2
_____ 5. Position Description Form (PDF) w/ complete data	3
_____ 6. Money and Property and Administrative Clearance (Division clearance if FROM OTHER DIVISION; School clearance if WITH DIVISION)	2
_____ 7. Publication, PSIPOP	1
_____ 8. Recommendation / Advice of Assignment	
_____ 9. Personal Data Sheet (Form 212) w/ complete data with Work experience sheet	3
_____ 10. Authenticated Report of Rating & PRC License / CSC Eligibility	2
_____ 11. Medical Certificate (Form 211 w/ Doc. Stamp-Orig. Copy only) with Original & Certified photocopy of the following: (FOR TRANSFER FROM OTHER DIVISION)	2
_____ a.) Urinalysis b.) Hematology c.) Drug Test d.) X-ray e.) Neuro	
_____ 12. Transcript of Records – ORIGINAL AUTHENTICATED COPY	2
_____ 13. Performance Rating (latest rating period)	2
_____ 14. Certificate of Live Birth (ORIGINAL COPY IF FROM OTHER DIVISION OR AGENCY)	2
_____ 15. Marriage Contract/Certificate (ORIGINAL COPY IF FROM OTHER DIVISION OR AGENCY)	2
_____ 16. NBI Clearance (ORIGINAL COPY IF FROM OTHER DIVISION OR AGENCY)	2
_____ 17. NC II and TMC I (FOR SENIOR HIGH SCHOOL TVL TRACK)	2
_____ 18. Approved transfer including Special Order (SO)	2
_____ 19. Service Record and Certification of Leave Credits (FOR TRANSFER FROM OTHER DIVISION)	2
_____ 20. PAGIBIG MDF	2
_____ 21. PHILHEALTH ER2	2
_____ 22. BIR 1902/2305	2

I hereby authorized the assigned SDO Personnel to send the advance copy of my appointment documents to our school/district clerk for salary and other benefits and compensation purposes.

Name and signature of the appointee



"We Mould Heroes"

