




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

DEPED DIVISION OFFICE  
SORSOGON CITY  
(PROVINCE)

RECEIVED:  
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BY: N. H. G. 6-27-26

**MEMORANDUM**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors and OIC-PSDSs  
Elementary and Secondary School Heads  
Concerned Teaching and Non-Teaching Personnel  
All others concerned

From:  **JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

Subject: **ORIENTATION ON THE ACCOMPLISHMENT OF PERTINENT PAPERS FOR APPOINTMENT TO ALL APPOINTEES (ELEMENTARY, JUNIOR HS, SENIOR HS, AND NON-TEACHING POSITIONS)**

Date: June 24, 2026

1. This is to inform all appointees who have received their advice for appointment (regardless of status) and those who have not yet attended the previous orientation that there will be a **One-day Orientation on the Accomplishment of Pertinent Papers for Appointment on Saturday, June 27, 2026, at exactly 8:00 am**. The venue will be at the Bulwagan ng Karunungan, 3<sup>rd</sup> Floor, DepEd SDO Building, Brgy. Balogo, Sorsogon City.
2. All appointees are required to bring the following during the orientation:
  - a. Personal copy of the Letter issued by the HRMO re: submission of requirements for appointment
  - b. Client's copy of the Document Tracking Slip
  - c. 1 copy of duly accomplished PDS – Revised 2025 (not notarized)
  - d. 1 copy of duly accomplished Work Experience Sheet
  - e. Laptop with soft copy of the accomplished PDS – Revised 2025 (optional)
  - f. Extension Cord (if any)
  - g. black or blue ballpen
  - h. correction tape
  - i. Blue Folder (CSC File) with the requirements
  - j. Green Folder (201 File) with the requirements
3. Personal attendance is a must.
4. For information and wide dissemination.