



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

June 29, 2026

DIVISION MEMORANDUM

NO. **211** s. 2026

**SCHEDULE OF CHECKING OF THE PERTINENT PAPERS FOR APPOINTMENT
FOR ALL APPOINTEES**

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

1. This is to inform all appointees that there will be a **Two-Day Schedule of the Checking of the Pertinent Papers for Appointment to All Appointees** on *Wednesday, July 1, 2026, and Thursday, July 2, 2026, at exactly 8:00 in the morning*. The venue will be at the Bulwagan ng Karunungan, 3rd Floor, DepEd SDO Building, Brgy. Balogo, Sorsogon City.
2. The expected participants are those with pending appointments for Natural Vacancies and New Items. It is therefore understood that the ECP Batch 2 is not yet expected to attend this event.
3. All appointees are required to bring the following:
 - a. Blue Folder (CSC File) with the complete and correct requirements
 - b. Green Folder (201 File) with the complete and correct requirements
 - c. Soft copy of the PDS
 - d. Soft copy of the Work Experience Sheet
 - e. black or blue ballpen
 - f. correction tape
4. The queueing of participants is on a first-come, first-served basis based on the Online Attendance Form, with priority given to the vulnerable sectors: Senior Citizen, PWD, Pregnant Women, and Lactating Mothers.
5. Personal attendance is a must.
6. For information and wide dissemination.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent