



**Memorandum**

**TO :** OIC - Assistant Schools Division Superintendent  
OIC - Chief Education Supervisors, (CID/SGOD)  
Education Program Supervisors  
Public Schools District Supervisor  
Elementary, JHS, SHS School Heads  
All Others Concerned

**FROM :** DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

**SUBJECT :** REQUIREMENTS FOR APPOINTMENT OF TEACHING AND NON-TEACHING PERSONNEL

**DATE :** August 10, 2018

Please be informed of the following requirements needed for the appointment of Teaching and Non-Teaching Personnel.

**A. Original Appointment**

1. Recommendation from School Head (1 copy)
2. Appointment Processing Checklist (1 copy)
3. Form 33-A Revised 2017 (4 copies)
4. Personal Data Sheet (3 copies)
5. Oath of Office (4 copies)
6. Position Description Form (4 copies)
7. Certification of Assumption to Duty (4 copies)
8. Statement of Assets and Liabilities and Net Worth (2 copies)
9. PRC ID (2 copies of authenticated PRC ID, with dry seal from PRC)
10. Transcript of Record (1 photocopy)
11. Board Rating (1 photocopy)
12. Diploma (1 photocopy)
13. NBI (1 original)
14. Form 211 (Attached original results)
  1. Blood Test
  2. Urinalysis
  3. Chest X-ray
  4. Drug Test
  5. Psychological Test
15. PSA Birth Certificate (original)
16. Certificate of Employment
17. Clearance from previous employer
18. Photocopy of relevant trainings/seminars attended (at least 2 trainings/seminars)



**B. Reemployment and Reappointment**

1. Recommendation from School Head
2. Appointment Processing Checklist **(1 copy)**
3. Form 33-A Revised 2017 **(4 copies)**
4. Personal Data Sheet **(3 copies)**
5. Oath of Office **(4 copies)**
6. Position Description Form **(4 copies)**
7. Certification of Assumption to Duty **(4 copies)**
8. PRC ID **(2 copies of authenticated PRC ID, with dry seal from PRC)**
9. Latest Appointment

**C. Promotion**

1. Recommendation from School Head
2. Appointment Processing Checklist **(1 copy)**
2. Form 33-A Revised 2017 **(4 copies)**
3. Personal Data Sheet **(3 copies)**
4. Oath of Office **(4 copies)**
5. Position Description Form **(4 copies)**
6. Certification of Assumption to Duty **(4 copies)**
7. PRC ID **(2 photocopies of authenticated photocopy with dry seal from PRC)**
8. Latest Appointment **(1 copy)**
9. IPCRF **(Latest Individual Performance Commitment Review Form)**
10. Minutes of deliberation and Ranking

**D. Transferred from other Division**

1. Recommendation from School Head
2. Appointment Processing Checklist **(1 copy)**
3. Form 33-A Revised 2017 **(4 copies)**
4. Personal Data Sheet **(3 copies)**
5. Oath of Office **(4 copies)**
6. Position Description Form **(4 copies)**
7. Certification of Assumption to Duty **(4 copies)**
8. PRC ID **(2 photocopies of authenticated photocopy with dry seal from PRC)**
9. Latest Appointment
10. IPCRF **(Latest Individual Performance Commitment Review Form)**
11. Clearance **(2 copies)**
12. Approved Request for Transfer letter **(2 copies)**

For dissemination and compliance.