



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 11, 2020

DIVISION MEMORANDUM
No. **176**, s. 2020

CHECKLIST OF REQUIREMENTS FOR APPOINTMENT/PROMOTION

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is the checklist of requirements for appointment/promotion of teaching, related teaching and non-teaching personnel for reference.
2. A copy of the checklist must be attached during submission of the documents to the personnel in-charge of processing the appointment.
3. Please be guided accordingly.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

/mtb



Republic of the Philippines
 Department of Education
 Region VI - Western Visayas
SCHOOLS DIVISION OF AKLAN

**CHECKLIST OF SUPPORTING DOCUMENTS FOR APPOINTMENT
 PROMOTION FOR T-II, T-III, MT's, HT's & PRINCIPALS**

c/o School Head	1 . Recommendation Letter	2 copies
c/o D.O.	2 . CSC Form 33 (Revised 2018) Original copies	5 copies
	3 . Report of Ratings (machine copies)	2 copies
	4 . ORIGINAL COPY of AUTHENTICATED PRC license (VALID WITHIN 6 MONTHS PRIOR to submission)	2 copies
	5 . Personal Data Sheet (PDS) Revised 2017 w/ 2 ORIGINAL Passport size picture and ORIGINAL thumbprint	3 copies
	6 . Work Experience Sheet (downloadable @ www.csc.gov.ph)	3 copies
	7 . Updated Service Records	3 copies
c/o D.O.	8 . Position Description Form (PDF – Form 1)	3 copies
c/o D.O.	9 . Oath of Office (w/ 1 documentary stamp)	3 copies
	10 . Medical Certificate – Form 211 (w/ documentary stamp)	3 copies
	Attached results of:	
	a. CBC	3 copies
	b. Urinalysis	3 copies
	c. Chest X-Ray	3 copies
	d. Drug Test	3 copies
c/o D.O.	11 . Publication	2 copies
	12 . Transcript of Records	2 copies
c/o D.O.	13 . Retirement application of the incumbent (machine copy)	1 copy
	14 . Approved NOSI (if applicable)	2 copies
	15 . Latest payroll/payslip	2 copies

Additional requirements:

a. IPCRF/OPCRF (lastest rating period) 1 copy

For T-II and T-III

a. Approved ERF (if applicable) 1 copy

For MT and HT

a. Division Ranking 1 copy
 b. Approved advise from Division Office (machine copy) 1 copy

For Principal and PSDS

a. Division Ranking 1 copy
 b. Approved advise from Division Office (machine copy) 1 copy

For Senior High School

a. Transcript / MA Units 2 copies
 b. Teachers Schedule 2 copies
 c. NC II / TMC (For TVL Track appointees) 2 copies

For Head Teacher/Newly appointed School Head

a. Certification of unused Service Credits 2 copies
 b. Photocopy of unused Service Credits 2 copies
 c. Photocopy of Designation as Teacher-In-Charge (signed by the Schools Division Superintendent) 2 copies

Processed by:

Noted:

PATROCENIA Y. MAMBURAM
 Administrative Officer V

Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF AKLAN

**CHECKLIST OF SUPPORTING DOCUMENTS FOR APPOINTMENT
Substitute, Teacher I, Special Science Teacher I**

c/o School Head	1 .	Recommendation Letter form the School Head	2 copies
c/o DO	2 .	CSC Form 33 (Revised 2018) Original copies	5 copies
	3 .	Personal Data Sheet (PDS) Revised 2017 w/ 2 ORIGINAL Passport size picture) and ORIGINAL thumbprint	3 copies
	4 .	Work Experience Sheet (downloadable @ www.csc.gov.ph)	3 copies
	5 .	ORIGINAL copy of Authenticated PRC license (VALID within 6 months prior to submission)	2 copies
	6 .	Updated Service Records (In case of transfer, indicate the last day from former employer/Station and effective date of transfer to new station signed by the former head)	3 copies
	7	Latest approved appointment of the candidate (if applicable)	1 copy
	8	NBI Clearance	2 copies
c/o DO	9 .	Position Description Form (PDF – Form 1)	3 copies
c/o DO	10 .	Oath of Office (w/ 1 documentary stamp)	3 copies
	11 .	Medical Certificate – Form 211 (w/ documentary stamp) Attached original Test Results and 2 machine copies of: a. CBC b. Urinalysis c. Chest X-Ray d. Drug Test e. Psychological Test	3 copies
	12 .	Transcript of Records (TOR) For original Appointment - Substitute or T-I attach TOR (machine copy and to be validated with the original upon submission)	2 copies
	13 .	Statement of Assets and liabilities	3 copies

Additional requirements:

For Transferee

- a. Approved SO for transfer 1 copy
- b. Clearance 1 copy

For Substitute

- a. Copy of Form 6 (ML, SL or VL) 1 copy

For Senior High School

- a. Transcript (College / MA units)
- b. Teachers Schedule
- c. NC II / TMC (for TVL)

Noted:

PATROCENIA Y. MAMBURAM
Administrative Officer V

Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

**CHECKLIST OF SUPPORTING DOCUMENTS FOR APPOINTMENT
NON-TEACHING**

c/o DO	1 .	CSC Form 33 (Revised 2018) Original copies	5	copies
	2 .	Personal Data Sheet (PDS) Revised 2017 w/ 2 ORIGINAL Passport size picture)	3	copies
	3 .	Any of the following:		
	a.	ORIGINAL COPY of Authenticated PRC license	2	copies
	b.	CSC Eligibility (machine copies authenticated by CSC Regional Office)	2	copies
	4 .	Updated Service Records (In case of transfer, indicate the last day from former employer/Station and effective date of transfer to new station signed by the former head)	3	copies
	5	Latest approved appointment of the candidate	2	copies
	6	NBI Clearance	2	copies
c/o DO	7 .	Position Description Form (PDF – Form 1)	3	copies
c/o DO	8 .	Oath of Office (w/ 1 documentary stamp)	3	copies
	9 .	Medical Certificate – Form 211 (w/ documentary stamp) Attached results of: For original appointment - attached original copy	3	copies
	a.	Blood Teast	2	copies
	b.	Chest X-Ray	2	copies
	c.	Urinalysis	2	copies
	d.	Drug Test	2	copies
	e.	Psychological Test	2	copies
	10 .	Transcript of Records (machine copy)	2	copies
	11 .	Statement of Assets, Liabilities and Networth (SALN)	3	copies
	12 .	Proof of Training/Experience		
	a.	Certificate	2	copies
	b.	Certification of Employment from previous employer	2	copies

For Transferee

a.	Approved SO for transfer	1	copy
b.	Clearance	1	copy
c.	Certificate of Last day of Service/Last payment received	2	copies

Processed by:

Noted:

PATROCENIA Y. MAMBURAM
Administrative Officer V