



Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT

**CHECKLIST APPOINTMENT for Reclassification (Teaching & Non-Teaching)**

**Set 1-201 File (Fastener)**

1. **4 copies**-CS Form 32 (Oath of Office) **(leave the date blank)**
2. **2 copies** -Assignment Order
3. **5 Copies**-Certification of Assumption to duty (Same date with appointment) signed by School Head
4. **1 copy**-CSC-DBM Form 1 (Position Description Form) **signed by School Head**
5. **1 Original Copy**-CS Form 212, Revised 2017, (Personal Data Sheet)- Should be Notarized Identical **Passport Size (3.5cm. x 4cm.)** ID picture with Name Tag (First Name, Middle Initial and Surname with Signature **Hand Written**). **Pictures that scanned, photocopied or computer-enhanced are not accepted.**
6. **1 Copy**-CS-Form-No.-212-Attachment-Work-Experience-Sheet
7. **1 Copy-ORIGINAL** Authenticated copy of Official Transcript of Records and Special Order by School graduated
8. **1 Copy**-Original Authenticated copy of Valid Eligibility (e.g. PRC ID, CSC Eligibility)
9. **1 Copy**-A copy of latest approved appointment
10. **1 Copy**-Updated Service Record (**must be written on your Form 212 Personal Data Sheet**)
11. **1 Copy**-Latest approved **IPCRF (Photocopy)**
12. **1 Copy**-NSO/PSA Birth Certificate/Marriage Certificate (Photocopy)
13. **1 Copy**-Omnibus Certification of Authenticity and Veracity of Documents
14. **1 Copy**-Resolution from the Mayor. (**FOR PRINCIPAL position only**)
15. **1 Copy**-Resolution from the Governor. (**FOR SUPERVISOR position only**)
16. **Binder clip (2-3 inches)**



**Set-2 (Fastener)**

1. **1 Copy**-CSC Form 1 (Position Description Form) **signed by School Head**
2. **1 Original Copy**-CS Form 212, Revised 2017, (Personal Data Sheet)  
Identical **Passport Size (3.5cm. x 4cm.)** ID picture with Name Tag (First Name, Middle Initial and Surname with Signature **Hand Written**). **Pictures that scanned, photocopied or computer-enhanced are not accepted. It must be Properly and Completely Answered.**
3. **1 Copy**-CS-Form-No.-212-Attachment-Work-Experience-Sheet
4. **1 Copy**- **Original Authenticated** copy of Valid Eligibility (e.g. PRC ID, CSC Eligibility)
5. **1 Copy**-Resolution from the Mayor. (**FOR PRINCIPAL position only**)
6. **1 Copy**-Resolution from the Governor. (**FOR SUPERVISOR position only**)

**Set-3 Green Expanded Folder (Fastener)**

1. **1 copy**- CSC-DBM Form 1 (Position Description Form) **signed by School Head**
2. **1 Original Copy**-CS Form 212, Revised 2017, (Personal Data Sheet)
3. Should be Notarized, Identical **Passport Size (3.5cm. x 4cm.)** ID picture with Name Tag (First Name, Middle Initial and Surname with Signature **Hand Written**). **Pictures that scanned, photocopied or computer-enhanced are not accepted. It must be Properly and Completely Answered**
4. **1 Copy**-CS-Form-No.-212-Attachment-Work-Experience-Sheet
5. **1 Copy-ORIGINAL** Authenticated copy of Official Transcript of Records and Special Order by School graduated
6. **1 Copy**- Original Authenticated copy of Valid Eligibility (e.g. PRC ID, CSC Eligibility)
7. **1 Original Copy**-Statement of Assets and Liabilities (must be notarized)
8. **1 Copy- NC II and TMC I- Original Authenticated by TESDA/School (for SHS TVL only)**
9. **1 Copy**-A copy of latest approved appointment
10. **1 Copy**-Updated Service Record (**must be written on your Form 212 Personal Data Sheet**)
11. **1 Copy**-Latest approved **IPCRF (Photocopy)**
12. **1 Copy**- PSA Birth Certificate & Marriage Certificate (Photocopy)
13. **1 Copy**-Omnibus Certification of Authenticity and Veracity of Documents
14. **1 Copy**-Resolution from the Mayor. (**FOR PRINCIPAL position only**)
15. **1 Copy**-Resolution from the Governor. (**FOR SUPERVISOR position only**)

DSK-OSDS-P-ACR-v2r0.0e01.18.21

*Serbisyong may Integridad, Kalidad, Angat, at Tapat*



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