



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

**APPOINTMENT CHECKLIST for Substitute**

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

1. **2 Copies**-Approved Recommendation by the **School Principal or Teacher In-charge & approved by SDS**
2. **4 copies**-CS Form 32 (Oath of Office) (**leave the date blank**)
3. **2 copies** -Assignment Order
4. **4 copies**-CSC Form No.6 (leave form) of incumbent
5. **4 copies**-CSC Form No.7 (clearance form) of incumbent
6. **4 copies**-CSC Form No.41 (medical certificate) of incumbent (**for maternity and sick leave only**)
7. **5 Copies**-Certification of Assumption to duty (Same date with appointment) signed by School Head
8. **1 copy**-CSC-DBM Form 1 (Position Description Form) **signed by School Head**
9. **1 Copy**-Photocopy of RQA
10. **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. It must be Properly and Completely Answered**
11. **1 Copy**-CS-Form-No.-212-Attachment-Work-Experience-Sheet (for non-teaching only)
12. **1 Copy-ORIGINAL** Authenticated copy of Official Transcript of Records and Special Order by School graduated
13. **1 Copy**-Original Authenticated copy of Valid Eligibility (e.g. PRC ID, CSC Eligibility)
14. **1 Original Copy**-Statement of Assets and Liabilities (must be notarized)
15. **1 Copy**-NC II and TMC I- Original Authenticated by TESDA/School (for SHS TVL only)
16. **1 Copy**-Original CS Form 211, revised 2018, (Medical Certificate) duly accomplished by a Government Physician with documentary stamp and Photocopy of laboratories.
  - a. Blood Test
  - b. Urinalysis
  - c. Chest X-Ray
  - d. Drug Test
  - e. Neuro-Psychiatric Examination
17. **1 Copy- PSA Birth Certificate & Marriage Certificate (Photocopy)**
18. **Omnibus Certification of Authenticity and Veracity of Documents**
19. **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)  
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**
3. **1 Copy- ORIGINAL** Authenticated copy of PRC ID License (NOT EXPIRED)

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

1. **1 copy**-CSC Form 1 (Position Description Form) **signed by School Principal or Teacher In-charge**
2. **1 Copy**-Photocopy of RQA
3. **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. It must be Properly and Completely Answered**
4. **1 Copy-ORIGINAL** Authenticated copy of Official Transcript of Records and Special Order by School graduated
5. **1 Copy**-Original Authenticated copy of Valid Eligibility (e.g. PRC ID)
6. **1 Original Copy**-Statement of Assets and Liabilities (must be notarized)
20. **1 Copy**-Original CS Form 211, revised 2018, (Medical Certificate) duly accomplished by a Government Physician with documentary stamp and Photocopy of laboratories.
  - a. Blood Test
  - b. Urinalysis
  - c. Chest X-Ray
  - d. Drug Test
  - e. Neuro-Psychiatric Examination
7. **1 Copy**-Photocopy of **NBI Clearance**
9. **1 Copy- PSA Birth Certificate & Marriage Certificate (Photocopy)**
10. **Omnibus Certification of Authenticity and Veracity of Documents**

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

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



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