



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS
CITY OF NAGA, CEBU
Ecology Center, West Pob., City of Naga, Cebu
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APPOINTMENTS PROCESSING CHECKLIST

NAME: _____ DESIGNATION: _____
DISTRICT: _____ SCHOOL: _____

REQUIREMENTS	COPIES	TEACHERS AND ADMINISTRATOR			TEACHER	SCHOOL HEAD	PERSONNEL ACTION
		SUBSTITUTE	NEWLY HIRED	PROMOTION			
CS Form No. 33-A, Revised 2017 – Appointment Form	3	•	•	•			
CS Form No. 212, Revised 2017 – Personal Data Sheet (PDS)	2	•	•	•			
DBM-CSC Form No. 1, Revised 2017 – Position Description Form (PDF)	1	•	•	•			
Board Rating (duly authenticated by the agency)	1	•	•	•			
Valid professional license and certificate of registration issued by the Professional Regulation Commission (PRC)	2	•	•	•			
CS Form No. 32, Revised 2017 – Oath of Office	1	•	•	•			
CS Form No. 4, Series of 2017 – Certification of Assumption of Duty	1	•	•	•			
REQUIREMENTS TO BE RETAINED IN THE OFFICE							
CS Form No. 211, Revised 2017 – Medical Certificate	1	•	•				
Certificate of Live Birth (duly authenticated by the PSA or LCR)	1	•	•				
Marriage Contract/Certificate (duly authenticated by the PSA or LCR)	1	•	•				
NBI Clearance	1	•	•				
Performance Rating (for 1 year prior to the date of assessment or screening)	1			•			
Scholastic Record (Certified True Copy of TOR)	1	•	•				

Teacher

School Head

Personnel Section