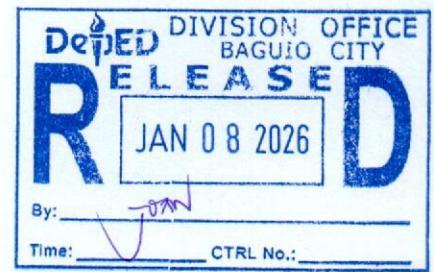




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



January 7, 2025

DIVISION MEMORANDUM
 No. **006-2026**

**SUBMISSION OF REQUIRED DOCUMENTS FOR THE APPOINTMENT OF TEACHERS
 PROMOTED THROUGH RECLASSIFICATION AND RETITLING OF POSITIONS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public School Heads
 Teaching Personnel
 All Others Concerned

1. Pursuant to the preparation and processing of appointment papers for teachers promoted through the reclassification and retitling of positions, the following schedule of activities shall be observed to ensure the efficient processing and issuance of appointments:

Timeline	Activities	Person/s in-charge
January 8-9, 2026	1. Preparation and submission of documentary requirements (2 copies each): a. CSC Form 212 (Revised 2025) – Personal Data Sheet with Work Experience Sheet ***Note: Photo attached to the PDS shall be studio-taken, passport size, and bear the name and signature of the applicant b. Photocopy of valid/updated PRC ID 2. Receiving and review for completeness of submitted documents	Teachers promoted or retitled School AOs
January 12-13, 2026	Preparation of appointment papers Venue: SDO Training Hall a. Brief orientation prior to the encoding of details b. Encoding of appointment details	SDO HR personnel School AOs
January 14, 2026	Printing of appointment papers Acknowledgement/signing of appointments	School AOs Teachers promoted or retitled
January 15-16, 2026	Signing of Appointments by the Appointing Authority	SDS
January 19, 2025	Submission of duly signed Appointments to the CSC-FO	SDO HRMO

2. All School Administrative Officers are directed to perform their responsibilities as specified above and report to the Division Office on January 12-13 from 8:00 a.m. to 5:00 p.m. A locator slip, secured from the school head, shall serve as authority to travel.

3. For further details, please contact Mr. Christorey Simangan at christorey.simangan@deped.gov.ph or (074) 442-7819.

4. For strict compliance and immediate dissemination.


SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent