

LIST OF REQUIREMENTS FOR ORIGINAL APPOINTMENT, TRANSFEREE AND SWAPPING FROM OTHER DIVISIONS (TEACHING)

Copies	Documents	Remarks
2	Personal Data Sheet (CSC Form 212, revised 2017)	All original copies with 3 pcs. Passport size ID picture w/ nametag
2	Work Experience Sheet	All original copies
2	Marriage Contract (for female applicants)	1 original (PSA/NSO copy), 1 photocopy
2	Birth Certificate,	1 original (PSA/NSO copy), 1 photocopy
2	Transcript of Records (TOR)	Authenticated by school graduated
2	Certification, Authentication and Verification (CAV)	1 original, 1 photocopy (issued by SUCs or CHED)
2	PRC ID & Report of Rating	Must be authenticated by PRC with Documentary Stamps. if ID is for renewal kindly submit a certification from PRC that ID is still on process, claim stub and photocopy of old ID
2	Oath of Office	Must be notarized with open date
2	Medical Certificate (Form 211)	Signed by any Government physician (1 original, 1 photocopy)
2	Blood Test (CBC), Urinalysis, Chest X-ray, Drug Test, Neuro-psychiatric Test w/ picture, Fecalalysis	1 original, 1 photocopy
2	NBI Clearance	1 original, 1 photocopy
1	Omnibus Sworn Statement	Must be notarized
2	Position Description Form (PDF)	To be signed by the immediate supervisor
4	Certification of Assumption to Duty	To be signed by the school head or immediate supervisor
1	Certificate of Employment and Employment Clearance	Issued by the latest employer (1 original, 1 photocopy)

Note:

1. **All requirements must be placed in one GREEN FOLDER and must be arranged according to the list above. Paper fastener must be on the upper portion of the paper. Applicants are given 5 DAYS only to comply these documents.**
2. **Some documents can be downloaded from www.deped-davaocity.ph/downloads/forms/274-application-documents.html**