



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 OCT 2020

DIVISION MEMORANDUM

No. 277 s. 2020

**PERSONNEL ADMINISTRATION SERVICES DOWNLOADABLE FORMS AND
CHECKLIST OF REQUIREMENTS**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 Teaching and Non-teaching Personnel
 All Others Concerned

1. For ease of transaction, the field is hereby informed that the following forms and checklist of requirements are already available at the Division's official website, to wit;

- CSC Form 6 (Leave form)
- CS Form 41 (Medical Certificate for leave)
- PhilHealth CSF FORM (ClaimSignatureForm 2018)
- Requirements for change of name and status
- Request for GSIS Deduction
- Requirements and form for ERF
- Requirements for Reclassification to School Head position
- Request for Stoppage of Insurances
- Revised 2015 SALN Form
- Requirements for Teacher I Applicant
- Requirements for Promotion of other Teaching, related Teaching and Non-Teaching Positions

2. The above mentioned forms may be downloaded at this website <https://depedtayabas.com/> under downloadables section of the Personnel Administration Services.

3. For information and guidance.


ANIANO M. OGAYON, CESO V
 Schools Division Superintendent



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