

*REPUBLIKA NG PILIPINAS*  
Kagawaran ng Edukasyon, Kultura at Isports  
Pambansang Punong Rehiyon  
Sangay ng Valenzuela  
Pio Valenzuela St., Marulas  
Valenzuela City

**REPORT OF THE FIRST DAY OF SERVICE OF TEACHER / EMPLOYEE**

1. Name of Teacher / Employee: \_\_\_\_\_ Employee No: \_\_\_\_\_
2. Civil Status: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
3. City Address: \_\_\_\_\_
4. Place of Birth: \_\_\_\_\_ T.I.N.: \_\_\_\_\_
5. Educational Qualification (If BSE, Please Give Major/Minor subjects (State if PNU, Private University or College) Major: \_\_\_\_\_ Minor: \_\_\_\_\_
- Date Graduated: \_\_\_\_\_
- No. of Years in Service: \_\_\_\_\_
6. Length of teaching Experience (Public School Only) \_\_\_\_\_  
Last Station: \_\_\_\_\_
7. Civil Service Examination Passed Kind: \_\_\_\_\_  
Place: \_\_\_\_\_
8. Civil Service status .....
9. Is Civil Service Eligible or rejected  
The Position Offered .....
10. Prior Annual Salary .....
11. Recommended Annual Salary .....
12. First Day of Actual Service .....
13. Inclusive Date of Service .....
14. Name of Previous Incumbent .....
15. Salary of Previous Incumbent .....
16. Cause of Separation of previous Incumbent .....
17. Last day of Previous Incumbent .....
18. Permission to transfer .....
19. Remarks .....

The appointment is not related by affinity or consanguinity to the recommending or appointing official or the persons exercising immediate supervision over him / her.

\_\_\_\_\_  
**Principal/Head Teacher/ Teacher-In-Charge**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Date Submitted**