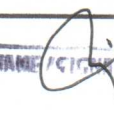





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE
Tayo
PARA SA
EDUKASYON
RELEASED

BY:  DATE: 06 APR 2016
NAME / SIGNATURE

Division Memorandum No. 120 Series of 2016

To : ALL EDUCATION PROGRAM SUPERVISORS
NON-TEACHING EMPLOYEES
This Division

From : NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge 
Office of the Schools Division Superintendent

Subject : ASSEMBLY AND ELECTION OF INTERIM OFFICERS OF
NON-TEACHING EMPLOYEES RANK AND FILE OF THE
DIVISION.

Date : APRIL 5, 2016

In the interest of the service and in order to establish duly recognized Non-Teaching Employees Organization, of this division, you are hereby informed of the conduct of an Assembly and Election of Interim Officers of the Division Non-Teaching Rank and File on **April 16, 2016 at Leona's Palace, Turno By-Pass Road, Dipolog City** at the back of the gasoline station along the national highway.

The said activity is geared towards the attainment of harmony and soundness in the service and to elect interim officers among the non-academic rank and file of this division who will be accountable in sustaining the capacity of the Division Non-Teaching Employees Union to negotiate peacefully with the key personnel of this office and as a primordial step of its affiliation to the National Employees Union through a duly resolve resolution of the majority of the attendee of the said assembly for the proper governance of the different schools in the field and the entire division

The participants of the Assembly are Public Schools District Supervisors and All Non-Teaching Employees of this division (please refer to Annex A of this Memorandum for reference). The registration of participants will start at 7:30 in the morning of April 11, 2016 and the assembly will start at 9:00 o'clock. The division will serve lunch, morning and afternoon snacks. Please be on time for smooth course of the assembly and to avoid unnecessary interruption.

Travel and other incidental expenses shall be charged to the School MOOE and other school funds subject, however, to the usual accounting and auditing rules and regulations of the government.

For inquiries and clarification please contact Eunice D. Janolino at this numbers 09271394927 / 09293972568 and Jessie E. Elacan at 09985535783.

Widest dissemination of this memorandum is desired.

Encl: AS STATED

Cf : OIC-Assistant Schools District Supervisor
Chief Education Supervisor-CID
Chief Education Supervisor-SGOD

LIST OF PLANTILLA POSITIONS

NON-ACADEMIC RANK AND FILE EMPLOYEES

Schools Division of Zamboanga del Norte

Division Personnel

1. Medical Officers III
2. Administrative Officer V
3. Dentist II
4. Accountant III
5. Guidance Counselor
6. Administrative Officer I-IV
7. Nurse II
8. Librarian
9. School Librarian
10. Administrative Assistant I- V
11. Disbursing Officer
12. Dental Aide
13. Administrative Aide I-VI
14. Driver
15. Security Guard I-II
16. Watchman I-II
17. Farm Worker
18. Division Education Program Supervisor I
19. Public Schools District Supervisor
20. Guidance Coordinator I-III
21. Education Program Specialist II
22. Sr. Education Program Specialist
23. Project Development Officer
24. Planning Officer II-III

School Level Positions

1. School Nurse
2. Senior Bookkeeper
3. Cashier/Disbursing Officer
4. Supply Officer/Property Custodian
5. Administrative Assistant
6. Administrative Aide
7. Security Guard/Watchman
8. School Librarian