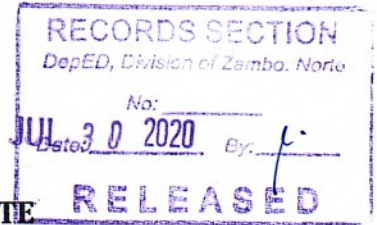




Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Capitol Drive, Estaka, Dipolog City 7100



Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

July 29, 2020

**ADVISORY**

To: Public Schools District Supervisors  
 School Principals  
 Head Teachers/Teacher-In-Charge (TIC)

This is to inform all concerned Public Schools District Supervisors, School Principals, Head Teachers and Teacher-In-Charge that the teachers for promotion (see attached list) must provide their appointment papers listed hereunder and submit it to the Personnel Office as soon as possible.

**REQUIREMENTS FOR PROMOTION**  
*Revised Feb. 2020*

**Note: Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**

**Labeled "CSC File"**

- A. **3 copies** Notarized FORM 212/Personal Data Sheet (Revised 2017)
- B. **3 copies** Work Experience Sheet
- C. **2 copies** PRC License (must be certified by è PRC)
- D. **2 copies** Notarized by Private Atty. or signed by Principal-if JHS &SHS, PSDS-if Elem, Oath of Office (revised 2017) *Open Date*
- E. **2 copies** PDF (Position Description Form) Revised 2017
- F. **1 copy** Latest Approved Appointment or Separation Order of Vice (if Natural Vacancy)

**Labeled "DIVISION File"**

- A. **1 copy** Notarized FORM 212/PDS (Revised 2017)
- B. **2 copies** Transcript of Record (Authenticated by the School Registrar)
- C. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- D. **2 copies** Marriage Contract (if married woman)
- E. **1 copy** Work Experience Sheet
- F. **2 copies** PRC License (must certified by è PRC)
- G. **2 copies** Photocopy of PRC Rating
- H. **2 copies** Notarized by Private Atty. or signed by Principal-if JHS &SHS, PSDS-if Elem, Oath of Office (revised 2017) *Open Date*
- I. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2019
- J. **1 copy** Service Record
- K. **1 copy** (photocopy) Latest IPCRF
- L. **1 copy** Latest Approved Appointment

**MARYLYNNE B. BAYRON**  
 Administrative Officer IV/ Personnel

BRG/Advisory to Submit Appointment Papers/A006-2020/07292020

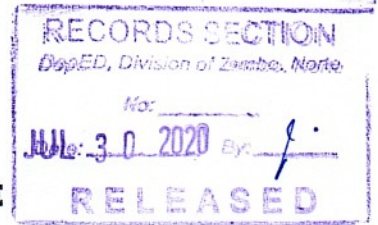


*"Be and Do Much Better Each Day with a Sense of Urgency"*





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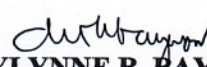
July 29, 2020

**ADVISORY**

To: Public Schools District Supervisors  
 School Principal/Head Teacher/Teacher-In-Charge

This is to inform all concerned Public Schools District Supervisors, School Principals, Head Teachers and Teacher-In-Charge that the following appointees listed hereunder are required to submit their Appointment Papers for Promotion, immediately.

NAME	SCHOOL/ DISTRICT	PROMOTED TO	VICE
1. Pilar U. Lluisma	Sibuco District	Master Teacher I	Ann Lourdes Sioko
2. Maristela G. Lumpapac	Sibuco District	Master Teacher I	Norma Macaso

  
**MARYLYNNE B. BAYRON**  
 Administrative Officer IV/ Personnel

BRG/Advisory to Submit Appointment Papers/A006-2020/07292020



*“Be and Do Much Better Each Day with a Sense of Urgency”*

