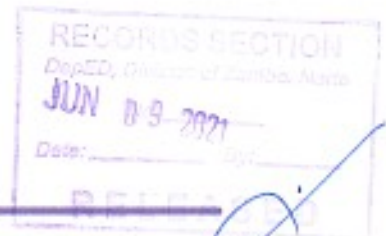




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 85, s. 2021

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS (ELEMENTARY AND SECONDARY)
ALL OTHERS CONCERNED

FROM :  **MA. LIZA R. TABILON, CESO V**
Schools Division Superintendent

SUBJECT : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : JUNE 7, 2021

1. With the approval of the plotting sheet for transfer and newly hired in Junior High School, the appointees listed hereunder are hereby advised to submit their pertinent papers for appointment processing to the Personnel Unit of this division as soon as possible. Deadline for submission will be on Friday, June 18, 2021.

NAME	POSITION	SCHOOL/ DISTRICT
1. Johnny G. Pangilayan	T1	Tampilisan NHS (Transferee)
2. Vanessa S. Letegio	T1	Sergio Osmeña NHS
3. Trisha Agan	T1	Salug NHS
4. Dece Joy P. Fernandez	T1	Dinasan NHS
5. Peter Jessie Y. Felix	T1	Siocon NHS
6. John Ray M. Florentino	T1	La Libertad NHS
7. Floramy D. Nataa	T1	Baliguian NHS
8. Divine Hakessa N. Ubagan	T1	Sibuco NHS
9. McGay M. Sanggayan	T1	Siari John H. Roemer NHS (Transferee)
10. Irene G. Luntayao	T1	Manukan NHS
11. Mark Luther A. Almonte	T1	Tampilisan NHS
12. Renan P. Navarro	T1	Liloy NHS
13. Ariel M. Oyda	T1	Dinasan NHS

2. For any query or further clarification regarding this advisory, please call telephone number: 065-2125843; or write/email to:

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Online Helpdesk: depedzn.net/helpdesk
Email: zn.division@deped.gov.ph

3. For information and guidance.

PERSONNEL/Division Advisory to Submit Pertinent Papers for Appointment/A005/06072021





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

REQUIREMENTS FOR TRANSFER WITHIN THE DIVISION

Revised April 2021

Directions:

- **Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Forms downloadable at www.csc.gov.ph**

Label: For CSC Document

- 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Original Work Experience Sheet
- 2 copies** Original Authenticated PRC License (must be certified by e PRC)
- 4 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (Revised 2018)** *Open Date, if possible.*
- 2 copies** Original PDF (Position Description Form) Revised 2017
- 1 photocopy** Latest Approved Appointment or Separation Order of Vice (if Natural Vacancy)/if not NV and if Reclassification, pls disregard
- 1 photocopy** of Latest Appointment (if renewal; if not, pls disregard)

Label: DIVISION Documents

- 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Transcript of Record (Authenticated by the School Registrar)
- 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- 2 copies** Marriage Contract (if married woman)
- 1 copy** Work Experience Sheet
- 2 copies** PRC License
- 2 copies** PRC Rating
- 2 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (revised 2018)** *Open Date, if possible*
- 4 copies** Notarized Sworn Statement of Assets and Liabilities 2020
- 1 copy** Latest **IPCRF**
- 2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! @

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A005/06072021





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**REQUIREMENTS FOR NEWLY HIRED
(Junior High)**
Revised April 2021

Directions:

- **Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Please DO NOT attach extra pages/documents that are not required in the list.**
- **Forms downloadable at www.csc.gov.ph**

Label: CSC Documents

- 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Original Work Experience Sheet
- 2 copies** Original Authenticated PRC License (must be certified by e PRC)
- 2 copies** PRC Rating
- 4 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (Revised 2018) Open Date, if possible.**
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- 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- 2 copies** Marriage Contract (if married woman)
- 3 copies** Valid NBI Clearance
- 1 copy** PSA Birth Certificate
- 1 copy** Work Experience Sheet
- 2 copies** PRC License
- 2 copies** PRC Rating
- 2 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (revised 2018) Open Date, if possible**
- 4 copies** Notarized Sworn Statement of Assets and Liabilities 2020
- 3 copies** BIR Form 1902 or Form 2305 (if transfer of Employer) (secure @ BIR)
- 1 copy** Filled out GSIS Membership Form
- 1 copy** PhilHealth Membership Data Form
- 1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺

PERSONNEL/Division Advisory to Submit Pertinent Papers for Appointment/A005/06072021

