



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

Division Advisory  
No. 144, 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 : August 13, 2021

1. With the approval of the plotting sheet for newly hired, the appointee listed hereunder is hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before August 20, 2021.

NAME	POSITION	SCHOOL/ DISTRICT
1. Remelyn A. Wahing	MT1	Ponot I District
2. Vincent T. Quiamhor	MT2	Katipunan I
3. Julie May S. Cubar	MT1	Manukan II
4. Jocelyn R. Camelotes	MT1	Manukan II
5. Cleofe M. Drilon	MT1	Katipunan II
6. Ronalyn C. Naong	T3	SNAS
7. Lorraine C. Carvajal	T3	Sindangan NHS
8. Jose Jerome M. Denzon	T2	SNAS
9. Diana Rose V. Ajias	T2	SNAS
10. Richard M. Baguio	T3	Bacungan NHS
11. Karen M. Mosep	T3	Siayan III
12. Geraldine B. Balladares	T3	Sindangan North
13. Edna A. Dagondong	T3	Sindangan North
14. Resly S. Lumpapac	T3	Sibuco II
15. Ma. Angela A. Genobaten	T2	Katipunan I
16. Lygil L. Lagutin	T3	Roxas I
17. Lordelina M. Tubera	T3	Dohinob NHS
18. Anne Rochelle B. Neri	T3	Siocon III
19. Cheryl M. Candado	MT1	Siocon District

2. For any queries or clarifications, you may call telephone number (065) 212 5843, or email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).

3. For information and guidance.

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0041/08132021

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation&  
E-mpowerment



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)



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



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**REQUIREMENTS FOR PROMOTION AND 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](http://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 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! ☺**

