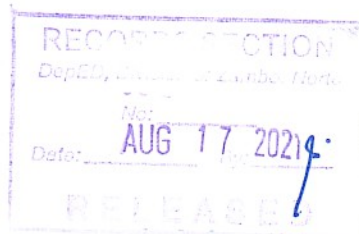




Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
 No. 148, 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 17, 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 24, 2021.

NAME	POSITION	SCHOOL/ DISTRICT
1. Mernie E. Digamon	T3	Liloy II District
2. Rodelia S. Tagyamon	T2	Sergio Osmeña
3. Meriam M. Rimpos	MT2	Gutalac I
4. Marjorie V. Bunac	MT2	Tampilisan I
5. Ma. Cecilia G. Undag	MT2	Tampilisan I
6. Rodhil O. Rulona	MT1	Tampilisan I
7. Cynthia Aranda	MT1	Tampilisan I
8. Elenita L. Gantiao	T3	Sergio Osmeña NHS
9. Luzel H. Carreon	T3	La Libertad
10. Gina C. Diada	T2	Liloy II
11. Leorosa O. Dulutalias	T3	Labason II
12. Thelma Q. Montano	T3	Sibutad
13. Jaime P. De Vera	T3	Polanco II

2. For any queries or clarifications, you may call telephone number (065) 212 5843, or email us at zn.division@deped.gov.ph, or thru the online helpdesk at 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-e-engineer for
 T-ransformation&
 E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
 Tel No.: (065) 212-5843
 e-mail address: 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

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 è 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! ☺

