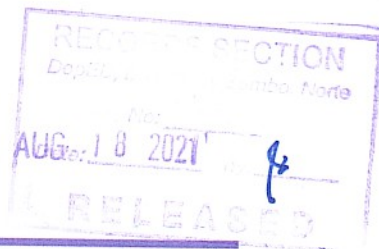




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 149, 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	SCHOOL TO BE ASSIGNED	REMARKS
1. Anierose E. Noot	SNAS	Newly Hired
2. Wilmer T. Abellon	Sindangan NHS	Newly Hired
3. Lia M. Bacordo	Liloy NHS	Newly Hired
4. Jelyn R. Maravillas	Malintuboa NHS	Newly Hired
5. Paula R. Bacatan	Manukan NHS-Serongan Annex	Newly Hired
6. Rovette G. Agum	Sibuco NHS	Newly Hired
7. Georsie D. Templado	Ubay NHS	Newly Hired
8. Mae Ann A. Reyes	San Isidro NHS	Newly Hired
9. Marializ P. Tamparong	Julian Soriano Memorial CHS	Newly Hired
10. Jocelyn L. Decierdo	Manukan NHS-Serongan Annex	Newly Hired
11. Nardiya U. Wahid	Alam Mudja Sai CHS Extension	Newly Hired
12. Sairene S. Causin	Siayan NHS	Transferee from Julian Soriano Memorial Comprehensive HS
13. Ma. Febies D. Langutan	Gunyan NHS	Transferee from Julian Soriano Memorial Comprehensive HS
14. Erwin John Merin	Baliguian NHS	Newly Hired
15. Sheena May Q. Ponce	Alam Mudja Sai NHS	Newly Hired
16. Nestor T. Brillantes	Sindangan NHS	Newly Hired
17. Fecille Marie L. Orcullo	Bacungan NHS	Newly Hired
18. Generie Joy M. Supatan	Dacon NHS	Newly Hired
19. Keith Anthony B. Obnimaga	Mutia NHS	Newly Hired
20. Jhon Louie O. Sestina	Malintuboa NHS	Newly Hired





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

21. Ciena Mae S. Sayambong	Katipunan NHS-Sitog Annex	Newly Hired
22. Danica Joy B. Obongen	Sirawai NHS	Newly Hired
23. Joshua James C. Nacua	Dacon NHS	Newly Hired
24. Maricel B. Ayagan	Pitawe NHS	Newly Hired
25. Aime Ruby M. Emba	Lintangan Integrated School	Newly Hired
26. Wilmar M. Sumudod	Sirawai NHS	Newly Hired
27. Reina B. Acaso	Bacungan NHS	Transferee from Sirawai NHS
28. Sheena Mae C. Oralde	Lipakan NHS	Newly Hired
29. Mary Rose R. Suasula	Rizal NHS	Newly Hired
30. Chendy Lou I. Hupa	Manukan NHS-Serongan Annex	Newly Hired
31. Sitti Renna P. Pulalun	Sirawai NHS	Newly Hired
32. Melanie A. Elumbaring	Piñan NHS	Transferee from Manukan NHS
33. Maricar Luching	Malintubonan NHS	Transferee from Alam Mudja Sai NHS
34. Analyn A. Selorio	Manukan NHS	Newly Hired
35. Gelyn M. Lumasay	Manukan NHS-Serongan Annex	Newly Hired
36. Louelyn E. Dagodog	Bulawan Extension High School	Newly Hired
37. Irish A. Remontal	Sibuco NHS-Pangian Extension	Newly Hired
38. Kim D. Grapa	Langatian NHS	Newly Hired
39. Cheda M. Pia	Lintangan Integrated School	Newly Hired
40. Jumar Valdriz	Pianon NHS	Newly Hired
41. Jayrica A. Along	La Libertad NHS	Newly Hired
42. Glendy P. Lecias	Sibuco NHS	Newly Hired
43. Marivel L. Gimolatan	Sirawai NHS	Newly Hired
44. Renante A. Maraño	Siayan NHS	Newly Hired
45. Maribel A. Labor	Katipunan NHS	SPIMS
46. Jehazen R. Butanas	Sergio Osmeña NHS	SPIMS
47. Glosyle Q. Abella	Siari John H. Roemer NHS	SPIMS
48. Celeste A. Galve	Ubay NHS	SPIMS
49. James S. Abitona	Polanco NHS	DOST-SPST
50. Karl Gadwin G. Dea Cruz	Katipunan NHS	Transferee from NCR
51. Monalie D. Dela Cruz	Katipunan NHS	Transferee from NCR

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/A0041/08162021

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



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



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 stated 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 è 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.**
- 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, 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)
- 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! 😊





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 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! 😊





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

**REQUIREMENTS FOR TRANSFEREE FROM OTHER DIVISION/OTHER GOVERNMENT AGENCY
(if permanent employee)**

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 Documents

- 2 copies** Separation Order
- 2 copies** Certificate of Last Payment
- 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

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)
- 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! ☺

