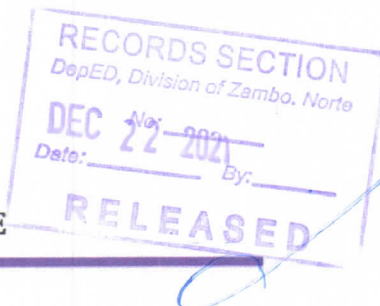




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum:
No. 602, 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 : CALL FOR APPLICANTS FOR VACANT TEACHING AND NON-TEACHING POSITIONS IN DEPED- ZAMBOANGA DEL NORTE DIVISION

DATE : DECEMBER 14, 2021

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the following positions:

Vacant Positions	Item Number	School/District Assignment	No. of Items	CSC Prescribed Qualification
School Principal III (Secondary)	SP3-570007-2019	GODOD NHS	1	Education: BSED/Bachelor's Degree w/ 18 Prof. units plus 6 units of management; Experience: 2 Years as Principal Training: 40 hrs. Relevant Training Eligibility: RA 1080
School Principal II (Elementary)	SP2-570009-2012	DIVISION OFFICE	1	Education: Master's Degree in the fields of Admin., Supervision, Leadership/Management plus 6 doctoral units; Experience: 1 Years as SP I Training: 48 hrs. Relevant Training Eligibility: RA 1080
Teacher III (Secondary)	TCH3-570568-2016	SINDANGAN NHS	2	Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: 2 Year Relevant Experience Training: None Required Eligibility: RA 1080
	TCH3-573634-1998	SNAS		
Teacher III (Elementary)	TCH3-570675-2016	BACUNGAN I	3	Education: BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: 2 Year Relevant Experience Training: None Required Eligibility: RA 1080
	TCH3-570189-2013	SIBUCO II (REPub)		
	TCH3-570270-2018	PIÑAN (REPub)		

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E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



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Teacher II (Secondary-Senior High)	TCH2-570276-2016	DIVISION OFFICE- SHS	1	Education: Bachelor's Degree majoring in fields under the track; or any Bachelor's Degree plus 15 units of specialization in the strand Experience: 1 Year Relevant Experience Training: 4 hrs. Training Relevant to The Courses in the strand Eligibility: RA 1080
Teacher II (Secondary)	TCH2-570306-2012	SALUG NHS	1	Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: 1 Year Relevant Experience Training: None Required Eligibility: RA 1080
Teacher II (Elementary)	TCH2-570388-2014	SIOCON II	9	Education: BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: 1 Year Relevant Experience Training: None Required Eligibility: RA 1080
	TCH2-570392-2021	SIBUTAD		
	TCH2-570062-2002	MANUKAN II		
	TCH2-570088-2019	SINDANGAN SOUTH		
	TCH2-572188-1998	ROXAS I		
	TCH2-570043-2008	TAMPILISAN I		
	TCH2-570091-2019	KALAWIT I		
	TCH2-570051-2021	GODOD (REPUBLIC)		
Teacher I (Secondary)	TCH1-596849-1998	MANUKAN NHS	3	Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: None Required Training: None Required Eligibility: RA 1080
	TCH1-570937-2016	SINDANGAN NHS		
	TCH1-570062-2014	LANGATIAN NHS		
Teacher I (Elementary)	TCH1-570204-2017	GUTALAC I	4	Education: BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: None Required Training: None Required Eligibility: RA 1080
	TCH1-596115-1998	KATIPUNAN I		
	TCH1-571650-2012	SIBUCO		
	TCH1-570926-2015	POLANCO II		
Nurse I	NURSE I	NUR1-571054-2010	1	Education: Bachelor of Science in Nursing; Experience: At least 2 years relevant experience; Training: 4 Hrs. relevant training; Eligibility: RA 1080 (Nursing Licensure Exam)
Administrative Officer II (Elementary)	ADOF2-570199-2020	GUTALAC	1	Education: Bachelor's Degree relevant to the job; Experience: None Required Training: None Required Eligibility: CS Prof

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2. Teacher I and Teacher II (Senior High) positions are still subject to follow ranking in the RQA or facilitate transfer of teachers within the DepEd.
3. All documents of interested applicants must be submitted to the respective School Selection Committee (for secondary) and District Selection Committee (for elementary) for assessment of authenticity, completeness and veracity and submit to the Division Office - Personnel Section on or before **December 30, 2021**. (See DepEd Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).
4. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 2).
5. The skills test and interview will be on **January 5, 2022**. Applicants are required to bring original copies of documents submitted during the interview and skills test (Skills test and interview schedule may change without prior notice).
6. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
7. For information, guidance and compliance.

PERSONNEL / *Division Memorandum/DM0024-2021/12142021*

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Enclosure No. 1 of DM No. 602 s. 2021

CHECKLIST OF REQUIREMENTS FOR HEAD TEACHER/SCHOOL PRINCIPAL
(Reference: DO No. 42, s. 2007)

Name of Teacher: _____ School/District: _____

Instruction: Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	C	NC
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph		
III. One (1) Authenticated PRC License		
REQUIRED DOCUMENT/S PER CRITERION		
A. Performance Rating <ul style="list-style-type: none"> • Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) 		
B. Experience <ul style="list-style-type: none"> • Latest Service Record signed by HRMO • Latest Approved Appointment 		
C. Outstanding Accomplishments		
a. Outstanding Employee Award <ul style="list-style-type: none"> • Certificate of Recognition/Plaque/Trophy and other MOVs of the award received. 		
b. Innovations <ul style="list-style-type: none"> • Report of the innovation duly approved by superior DepEd Official/s corroborated by at least 3 Department Heads/Master Teacher teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc) 		
c. Research and Development Projects <ul style="list-style-type: none"> • A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
d. Publication/Authorship <ul style="list-style-type: none"> • A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or • A copy of newspaper/magazine of wide circulation where authored article on education was published. 		
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia <ul style="list-style-type: none"> • Certificates (Authenticated by School Principal or PSDS) 		

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D.a Education <ul style="list-style-type: none"> • Authenticated Transcript of Records (at least MAED-CAR) 		
D.b Training, any of the following <ul style="list-style-type: none"> • 3 certificates of participation in a training of at least 3 days in a district or division or region level • 1 certificate of participation in a training of at least 3 days in a national or international level • Certificate of Recognition as chair or co-chair in a technical/planning committee 		

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.
NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All lacking/required documents shall be submitted on or before December 30, 2021. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2021.

 Signature over Printed Name of Applicant

 Signature Over Printed Name of DSC/SSC
 Chair or Representative

CERTIFICATION

To the HRMPSB:

This is to certify that the documents of the above-named applicant for HT___/SP___ have been screened by this committee and have been forwarded as:

_____ COMPLETE _____ INCOMPLETE (failed to comply on the agreed date)

Signed on this _____ day of _____, 2021.

 DSC/SSC Chairperson

Members:

Conformé: _____
 Applicant's Signature Over Printed Name

Date: _____

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.

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Enclosure No. 2 of DM No. 602 s. 2021

**CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER 2 and 3,
 RELATED-TEACHING and NON-TEACHING POSITIONS
 (Reference: DO 66, s. 2007)**

Name of Teacher: _____ School/District: _____

Instruction: Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	C	NC
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph		
III. One (1) Authenticated PRC License		
REQUIRED DOCUMENT/S PER CRITERION		
A. Performance Rating		
<ul style="list-style-type: none"> • Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) 		
B. Experience		
<ul style="list-style-type: none"> • Latest Service Record signed by HRMO • Latest Approved Appointment 		
C. Outstanding Accomplishments		
a. Outstanding Employee Award		
<ul style="list-style-type: none"> • Certificate of Recognition/Plaque/Trophy and other MOVs of the award received. 		
b. Innovations		
<ul style="list-style-type: none"> • Report of the innovation duly approved by a DepEd Official and corroborated by at least 3 teaching/non-teaching/teaching-related personnel, whichever is applicable, stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc) 		
c. Research and Development Projects		
<ul style="list-style-type: none"> • A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
d. Publication/Authorship		
<ul style="list-style-type: none"> • A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or • A copy of newspaper/magazine of wide circulation where authored article on education was published. 		
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia		

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<ul style="list-style-type: none"> • Certificates (Authenticated by School Principal or PSDS) 		
D.a <i>Education</i> <ul style="list-style-type: none"> • Authenticated Transcript of Records (at least MAED-CAR) 		
D.b <i>Training, any of the following</i> <ul style="list-style-type: none"> • 3 certificates of participation in a training of at least 3 days in a district or division or region level • 1 certificate of participation in a training of at least 3 days in a national or international level • Certificate of Recognition as chair or co-chair in a technical/planning committee 		

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.
 NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All lacking/required documents shall be submitted on or before December 30, 2021. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2021.

 Signature over Printed Name of Applicant

 Signature Over Printed Name of DSC/SSC
 Chair or Representative

CERTIFICATION

To the HRMPSB:

This is to certify that the documents of the above-named applicant for T ____ have been screened by this committee and have been forwarded as:

_____ COMPLETE _____ INCOMPLETE (failed to comply on the agreed date)

Signed on this ____ day of _____, 2021.

 DSC/SSC Chairperson

Members:

Conformé: _____
 Applicant's Signature Over Printed Name

Date: _____

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.

PERSONNEL Job/Division Memorandum/DM0024-2021/12142021

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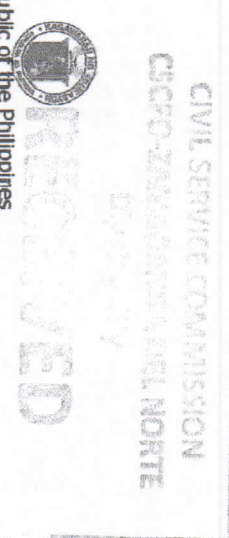


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Republic of the Philippines
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Request for Publication of Vacant Positions



RECORDS SECTION
DepEd, Division Office of Zamboanga, Negros
Date: 12/15/2021 By: [Signature]
RELEASED

Electronic copy to be submitted to the
CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Bested ZND) in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	SCHOOL PRINCIPAL III	SP3-570007-2019	21	60,901	BSED/ BACHELOR'S DEGREE W/ 18 PROF. UNITS PLUS 6 UNITS OF MANAGEMENT	40 HRS. REL. TRAINING	2 YEARS AS PRINCIPAL	RA 1080		GODOB NHS
2	SCHOOL PRINCIPAL II	SP2-570009-2012	20	54,251	MASTERS DEGREE IN THE FIELDS OF ADMIN., SUPERVISION, LEADERSHIP/MANAGEMENT PLUS 6 DOCTORAL UNITS	48 HRS. REL. TRAINING	1 YEAR AS SP-1	RA 1080		DIVISION OFFICE
3	TEACHER III	TCH3-570568-2016	13	28,276	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	RA 1080 (TEACHER)		SINDANGAN NHS
4	TEACHER III	TCH3-573634-1998	13	28,276	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	RA 1080 (TEACHER)		SNAS
5	TEACHER III	TCH3-570675-2016	13	28,276	BSED/ BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	RA 1080 (TEACHER)		BACUNGAN I
6	TEACHER III	TCH3-570189-2013	13	28,276	BSED/ BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	RA 1080 (TEACHER)		SIBUCO II (REPUB)
7	TEACHER III	TCH3-570270-2018	13	28,276	BSED/ BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	RA 1080 (TEACHER)		PIÑAN (REPUB)
8	TEACHER II	TCH2-570276-2016	12	26,052	BACHELOR'S DEGREE MAJORING IN FIELDS UNDER THE TRACK; OR ANY BACHELOR'S DEGREE PLUS 15 UNITS OF SPECIALIZATION IN THE STRAND	4 HRS. TRAINING RELEVANT TO THE COURSES IN THE STRAND	1 YEAR REL. EXP.	RA 1080 (TEACHER)		DIVISION OFFICE- SHS
9	TEACHER II	TCH2-570306-2012	12	24,495	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		SALUG NHS

MA. LITA R. TABILON EDD, CESO V
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE
DATE: 12/14/2021

10	TEACHER II	TCH2-570388-2014	12	24,495	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		SIOCON II
11	TEACHER II	TCH2-570392-2021	12	26,052	BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBET/LET		SIBUTAD
12	TEACHER II	TCH2-570062-2002	12	26,052	BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBET/LET		MANUKAN II
13	TEACHER II	TCH2-570088-2019	12	26,052	BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBET/LET		SINDANGAN SOUTH
14	TEACHER II	TCH2-572188-1998	12	26,052	BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBET/LET		ROXAS I
15	TEACHER II	TCH2-570043-2008	12	26,052	BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBET/LET		TAMPULISAN I
16	TEACHER II	TCH2-570091-2019	12	26,052	BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBET/LET		KALAWIT I
17	TEACHER II	TCH2-570051-2021	12	26,052	BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBET/LET		GODOB (REPUB)
18	TEACHER II	TCH2-570323-2013	12	26,052	BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBET/LET		SIBUCO I (REPUB)
19	TEACHER I	TCH1-596849-1998	11	23,877	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		MANUKAN NHS
20	TEACHER I	TCH1-570937-2016	11	23,877	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		SINDANGAN NHS
21	TEACHER I	TCH1-570062-2014	11	23,877	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		LANGATIAN NHS
22	TEACHER I	TCH1-570204-2017	11	23,877	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		GUTALAC I
23	TEACHER I	TCH1-596115-1998	11	23,877	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		KATIPUNAN I
24	TEACHER I	TCH1-571650-2012	11	23,877	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		SIBUCO
25	TEACHER I	TCH1-570926-2015	11	23,877	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		POLANCO II

26	NURSE I	NUR1-571054-2010	15	33,575	BACHELOR OF SCIENCE IN NURSING	4 HRS. REL. TRAINING	AT LEAST 2 YEARS OF RELEVANT EXPERIENCE	RA 1080 (NURSING LICENSURE EXAM)	ROKAS I
27	ADMINISTRATIVE OFFICER II	ADOP2-570199-2020	11	23,877	BACHELOR'S DEGREE RELEVANT TO THE JOB		NONE REQUIRED	CS PROF	GUTALAC

Interested and qualified applicants to include persons with disability (PWD's), persons with limited mobility (PLB), pregnant women and members of the LGBT should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. LIZA R. TABILON EDD, CESO V
 SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE
 CAPITOL DRIVE, ESTAKA, DIPOLOG CITY
zamboanorteled@valico.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

TERMINED

Jimmymendoza
Atty. JERRY N. MAYORMITA
 DIRECTOR II b/k/h