



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



Division Advisory
No. 15, s. 2022

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 : January 17, 2022

1. With the approval of the **plotting sheet for newly hired/transfer**, the appointees listed hereunder are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before January 25, 2022.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Leah Jean L. Buac	Teacher I	Sergio Osmeña NHS
2. Phoebe Rose L. Bolusan	Teacher I	Manukan NHS
3. Joseph Kevin A. Lozada	Teacher I	Manukan NHS
4. Ricky S. Bellino	Teacher I	Katipunan NHS
5. Jhasmiel H. Cailo	Teacher I	Compra NHS
6. Devah May A. Lacay	Teacher I	Sergio Osmeña NHS
7. Lonilyn P. Pasinabo	Teacher I	Katipunan NHS
8. Jyptscl T. Icao	Teacher I	Langatian NHS
9. Nolan C. Tuiza	Teacher I	Manukan NHS
10. Reneluz L. Pelusas	Teacher I	Sergio Osmeña NHS
11. Themeliza B. Aliman	Teacher I	Sindangan National Agricultural School
12. Prince August L. Conde	Teacher II	Sergio Osmeña NHS
13. Yvonne Lynn L. Enderes	Teacher I	Bacungan NHS-Talinga
14. Rolando R. Rubio	Teacher II	Ubay NHS
15. Reynan J. Dinglasa	Teacher II	Siayan NHS
16. Bethlehem J. Refugio	Teacher II	Sindangan National High School
17. Rhea Estrella T. Arino	Teacher I	Salug NHS
19. Chrise C. Tabiliran	Teacher II	Don Teotimo NHS
20. Jera Mae K. Pontilon	Teacher II	Cawit-cawit NHS
21. Medy L. Alit	Teacher II	Katipunan NHS
22. Mary Joy L. Ballares	Teacher II	Sibutad NHS
23. Nikka Geodhissa N. Villena	Teacher II	Sibuco NHS
24. Junrel C. Cuizon	Teacher I	Binoni NHS

PERSONNEL/brg/Division Advisory to Submit Pertinent Papers for Appointment/A0002/01192022

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



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25. Jomer L. Ande	Teacher I	Tampilisan NHS
26. Josefel D. Amod	Teacher I	Sindangan National Agricultural School
27. Cheenee C. Tuballa	Teacher I	Liloy NHS
28. Ritchie Ann H. Vallecer	Teacher I	Dumalogdog NHS
29. Mardon Jay M. Alingal	Teacher I	Kanim NHS
30. Gerry P. Mauricio	Teacher I	Sergio Osmeña NHS
31. Krizza F. Tabiliran	Teacher I	Siocon NHS
32. Royal Arr Jae C. Santiago	Teacher I	Sebaca NHS
33. Mycristel A. Dela Cruz	Teacher I	Manawan NHS
34. Fritz Joi S. Montallana	Teacher I	Polanco NHS
35. Marvin B. Bacla-an	Teacher I	Balakan NHS
36. Mechille E. Lugo	Teacher I	Don Jose Aguirre NHS
37. Cleo Ruth S. Tenefrancia	Teacher II	Polanco NHS-Lingasad Ext.
38. Maria Niza Lorena M. Desing	Teacher I	Palandok NHS
39. Riza T. Cañete	Teacher II	Piñan NHS
40. Marelyn R. Mertalla	Teacher I	Gatas NHS
41. Carl Kenn P. Cuartocruz	Teacher I	Sindangan National Agricultural School

- 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.
- For information and guidance.

PERSONNEL/Division Advisory to Submit Pertinent Papers for Appointments/A0002/01/192022

N-avigating
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**REQUIREMENTS FOR NEWLY HIRED
(Senior High)**
Revised November 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)
- 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** TESDA National Certificate II (If TVL)
- 1 photocopy** TESDA Teaching Methodology Certificate (TMC) (If TVL Track)
- 1 copy** Original or Certified True Copy Certification on Units Taken or TOR or Evaluation Sheet (Master's Degree)

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** 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! @





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**REQUIREMENTS FOR NEWLY HIRED
(Junior High)**

Revised November 2021

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- 1 copy** Pag-ibig Membership Data Form

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Thank you! ☺

