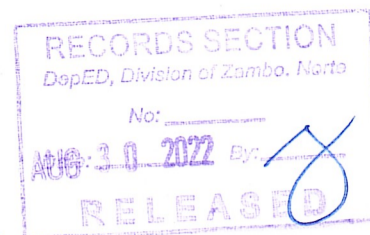




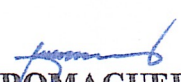

Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 331, 2022

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS (ELEMENTARY AND SECONDARY)
ALL OTHERS CONCERNED

FROM : VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent


JUDITH V. ROMAGUERA, CESO VI
Assistant Schools Division Superintendent
In-Charge of Office 

SUBJECT : CALL FOR APPLICANTS FOR VACANT TEACHING AND NON-TEACHING POSITIONS IN DEPED ZAMBOANGA DEL NORTE DIVISION

DATE : AUGUST 24, 2022

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
MASTER TEACHER I (Elementary)	MTCHR1-571697-1998	PIÑAN DISTRICT	1	Education: BEED/BSED or Bachelor's Degree with 18 Prof. Units in Education; 18 MA units in Education or its equivalent; Experience: 3 Years Relevant Experience Training: None Required Eligibility: PBET/LET
TEACHER III (Elementary)	TCH3-570315-2019 TCH3-571801-2020	PIÑAN DISTRICT	2	Education: BEED/BSED or Bachelor's Degree with 18 Prof. Units in Education; Experience: 2 Years Relevant Experience Training: None Required Eligibility: PBET/LET
TEACHER II (Elementary)	TCH2-570283-2014 TCH2-570167-2002 TCH2-570754-2016	GODOD I MANUKAN II SINDANGAN SOUTH DISTRICT	5	Education: BEED/BSED or Bachelor's Degree with 18 Prof. Units in Education; Experience: 1 Year Relevant Experience Training: None Required Eligibility: PBET/LET

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	TCH2-570025-2010	SINDANGAN NORTH II		
	TCH2-570357-2013	GODOD DISTRICT		
TEACHER I (Secondary)	TCH1-570160-2014	SIRAWAI NHS	3	Education: BEED/BSED or Bachelor's Degree with 18 Prof. Units in Education; Experience: None Required Training: None Required Eligibility: PBET/LET
	TCH1-597085-1998	SIBUCO NHS		
	TCH1-571708-2012	KANIM NHS-SIBUTAD		
TEACHER I (Elementary)	TCH1-571759-2015	PONOT II	4	Education: BEED/BSED or Bachelor's Degree with 18 Prof. Units in Education; Experience: None Required Training: None Required Eligibility: PBET/LET
	TCH1-570042-1998	PONOT I		
	TCH1-570498-2016	MANUKAN II		
	TCH1-595679-1998	BACUNGAN II		
ADMINISTRATIVE ASSISTANT III	ADAS3-570050-2014	Julian Soriano Memorial Comprehensive High School-SIOCON I	3	Education: Completion in 2 years' college studies incl. or supplemented with 12 units in accounting. Experience: 1-year relevant experience Training: 4 hrs. relevant training Eligibility: CSC Level 1, Sub Prof.
	ADAS3-570083-2014	GUTALAC I		
	ADAS3-570061-2014	PONOT DISTRICT		
ADMINISTRATIVE ASSISTANT II	ADAS2-570100-2017	LINAY CS-MANUKAN II	1	Education: Completion in 2 years' college studies incl. or supplemented with 12 units in accounting. Experience: 1-year relevant experience Training: 4 hrs. relevant training Eligibility: CSC Level 1, Sub Prof.

- 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.
- Following Division Memorandum No.310 s. 2022, Teacher II and Teacher III ranking and interview for Elementary and Junior High School Items must take place in the district or school with the district or school personnel selection committee, depending on where the opening is. RQA charting for vacant Teacher II Senior Items will be done in the division office.
- 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 **September 9, 2022**. (See DepEd

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Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).

5. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 3).
6. The skills test and interview will be on **September 21-23, 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).
7. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
8. For information, guidance and compliance.

PERSONNELsgbu/Division Memorandum PublicationSheet20/082422

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No. _____ s. 2022

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

Name of Applicant: _____ School/District: _____
Item Number: _____ Vice: _____

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 		

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<ul style="list-style-type: none"> 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) 		
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 _____. 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 _____, 2022.

 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 _____, 2022.

 DSC/SSC Chairperson

Members:

Conformé: _____

Date: _____

Applicant's Signature Over Printed Name

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. _____ s. 2022

CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS
 (Reference: MECS ORDER NO. 10, S. 1979 and DECS ORDER NO. 57, S. 1997)

Name of Applicant: _____ School/District: _____
 Item Number: _____ Vice: _____

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
A. Omnibus Certification		
B. 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		
C. One (1) Authenticated PRC License		
D. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)		
E. Latest Service Record signed by HRMO		
F. Duly Authenticated Copy of Transcript of Records		
G. Approved General School Program or SF 7		
DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT		
a. Introduced any of the following which has been ADOPTED or USED by the school or district. <ul style="list-style-type: none"> Report on the use of the curriculum or instructional materials/effective teaching techniques or strategies/simplification of work/income generating project submitted to the School Head and corroborated by at least 3 teachers with attachments (lesson plans, pictures, outputs, instructional materials, etc.) 		
b. Served efficiently and effectively as subject coordinator, grade chairman for at least 1 year, or as adviser of school publication or organization for 2 years. <ul style="list-style-type: none"> Accomplishment report signed by School Principal and corroborated by at least 3 teachers of the department or grade level with the following attachments (pictures, designation/certification with inclusive dates, school paper for school publication adviser) 		
c. Served as chairman of a special committee* such as curriculum study committee, committee to prepare instructional materials, committee to prepare school program**, and discharged the work efficiently. <ul style="list-style-type: none"> Report of activities as chairman of the committee signed by the School Principal and corroborated by at least three members of the committee with attachments (any applicable MOV such as sample instructional materials, etc) 		
d. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare. <ul style="list-style-type: none"> A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. at least two years. <ul style="list-style-type: none"> Report signed by the head where said project/activity was conducted corroborated by at least three members of the agency/community/barangay with the following attachments (Certification as coordinator or member where said project/activity, program or schedule of activities, picture, etc. 		
f. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: pax should be teachers or other school personnel)		

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<ul style="list-style-type: none"> Activity/Training Completion Report submitted to the School Principal corroborated by at least 3 teachers with attachments (approved activity/training proposal, training matrix, attendance sheets of participants, pictures) 		
<p>g. Credited with meritorious award achievements such as coach of contestants who receive prizes, commendations or any form of recognition/ Athletic coach of athletes or teams who won prizes/Coordinator of Boy Scout or Girl Scout Activities.</p> <ul style="list-style-type: none"> Certificate, plaque or any MOV reflecting the name of the teacher as trainer/coach with the name of contestant/athletes and the prize won; or Designation as Boy/Girl Scout Coordinator with report of BSP/GSP activity conducted at least in the school submitted to the Principal and corroborated by at least 3 teachers. 		
<p>h. Authorship</p> <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 LRMSD or Division Learning Area Supervisor; or A copy of newspaper/magazine of wide circulation where authored article on education was published. 		
<p>DEMONSTRATION TEACHING</p> <ul style="list-style-type: none"> Certificate of Recognition as Demo Teacher with other MOVs (Lesson Plan utilized in the demonstration teaching, learners' outputs, pictures during the demo, attendance sheets, etc) 		

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 _____. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on this ____ day of _____, 2022.

 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 MT ____ 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 _____, 2022.

 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. 3 of DM No. _____ s. 2022

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

Name of Applicant: _____ School/District: _____
 Item Number: _____ Vice: _____

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 2018-2019; 2019-2020; 2020-2021) 		
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		

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<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 LRMSD 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) 		
D. Education <ul style="list-style-type: none"> • Authenticated Transcript of Records (at least MAED-CAR) 		
E. 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 _____. 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 _____, 2022.

 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 _____, 2022.

 DSC/SSC Chairperson

Members:

Conformé: _____

Date: _____

Applicant's Signature Over Printed Name

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

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

JUL 12 2022
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8

July 20

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd ZN in the CSC website:

VIRGILIO P. BATAN JR., CSO VI
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE
DATE: 07/22/2022

RECEIVED
CIVIL SERVICE COMMISSION
OSCELO ZAMBOANGA DEL NORTE
Division Office
Date: 8/2/2022 Time: 9:30
By: ANG DENIS V. VAYONGMA
Director
Doc No: 22-002866

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards	Training	Experience	Eligibility	Sample Form (attach)	Place of Assignment
1	MASTER TEACHER I	MTCR1-571697-1993	19	45,203	BED/BSED OR BACHELOR'S DEGREE PLUS 18 PROF. UNITS IN EDUCATION; & 18 UNITS FOR A MASTER'S DEGREE IN EDUCATION OR ITS EQUIVALENT	NONE REQUIRED	3 YEARS REL. EXP.	RA 1090 (TEACHER)		PIÑAN DISTRICT
2	TEACHER III	TCR3-570325-2019	13	29,799	BED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET		PIÑAN DISTRICT
3	TEACHER III	TCR3-571801-2020	13	29,799	BED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET		PIÑAN DISTRICT
4	TEACHER II	TCR2-570305-2014	12	27,608	BED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		GODOD I
5	TEACHER II	TCR2-570167-2002	12	27,608	BED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		MANUKAN I
6	TEACHER II	TCR2-570754-2016	12	27,608	BED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		SINDANGAN SOUTH DISTRICT
7	TEACHER II	TCR2-570325-2010	12	27,608	BED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		SINDANGAN NORTH II
8	TEACHER II	TCR2-570357-2013	12	27,608	BED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		GODOD DISTRICT
9	TEACHER I	TCR1-571259-2015	11	25,439	BED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)		PANOT II
10	TEACHER I	TCR1-570160-2014	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)		SIRAWAI NH-3
11	TEACHER I	TCR1-570342-1998	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)		POKOT I

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification & Standards	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
12	TEACHER I	TC11-570498-2016	11	25,439	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR & FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	R1, 1080 (TEACHER)		MANUKAN II
13	TEACHER I	TC11-595679-1998	11	25,433	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD & F SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	R1, 1080 (TEACHER)		BACUNG W II
14	TEACHER I	TC11-597085-1998	11	25,439	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR & FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	R1, 1080 (TEACHER)		SIBUCO NMS
15	TEACHER I	TC11-571700-2012	11	25,439	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR & FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	R1, 1080 (TEACHER)		KANIM NMS-SIBUTAD
16	ADMINISTRATIVE ASSISTANT III	ADAS3-570050-2014	9	20,402	COMPLETION OF 2 YEARS COLLEGE STUDIES IN TL OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB-PROF.		Julian Soliano Memorial Comprehensive High School-SIBUCON I
17	ADMINISTRATIVE ASSISTANT III	ADAS3-570083-2014	9	20,402	COMPLETION OF 2 YEARS COLLEGE STUDIES IN ACCOUNTING UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB-PROF.		GUTALAC I
18	ADMINISTRATIVE ASSISTANT III	ADAS3-570061-2014	9	20,402	COMPLETION OF 2 YEARS COLLEGE STUDIES IN ACCOUNTING UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB-PROF.		POKOT DISTRICT
19	ADMINISTRATIVE ASSISTANT III	ADAS2-570100-2017	8	18,998	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB-PROF.		LIMAY CS-MANUKAN II

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 three (3) rating period;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Photocopy of Certificate of Employment and/or Service Record; and
6. Photocopy of Certificate of Trainings and awards.

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

VIRGILIO P. BATAN, JR., CESO VI
 SCHOOLS DIVISION SUPERINTENDENT
 SCHOOLS DIVISION OF ZAMBANGIGA DELE NORTE
 CAPITOL DRIVE, STAKA, DIPOLOD CITY

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CERTIFIED BY

ANY JEFFREY M. MAYORKANTA
 DIRECTOR II 3/10/17