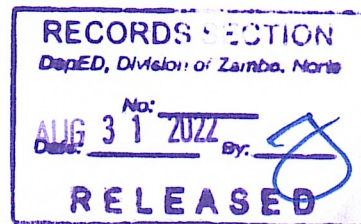




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 160, s. 2022

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

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

SUBJECT : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : August 24, 2022

1. With the approval of the **evaluation sheet for Head Teachers and School Principals** 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 August 31, 2022.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Eudila R. Hechanova	School Principal IV	Gutalac NHS
2. Ferlisa R. Eguia	School Principal III	Division Office
3. Daisy D. Quintero	School Principal II	Division Office
4. Elvira D. Cabilin	School Principal II	Division Office
5. Shiela Mae F. Maraguinot	School Principal II	Division Office
6. Joselyn P. Alido	Head Teacher I	Kalawit I
7. Richard M. Baguio	Head Teacher II	Bacungan NHS
8. Lorna B. Guimbarda	Head Teacher I	Jesus A. Ramos NHS
9. Bartolome D. Orboda	Head Teacher I	Sta. Maria NHS
10. Maurito A. Estillore	Head Teacher III	Katipunan I
11. Ignacio P. Selaras	Head Teacher I	Sibutad District
12. Rosewelyn C. Esic	Head Teacher III	La Libertad NHS

2. For any queries or clarifications, you may call telephone number (065) 917 6137/ 09661571283 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/A0008/08102022

N-avigating
O-pportunities to
R-eengineer for
T-ransformation&
E-mpowerment



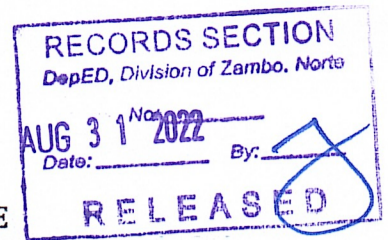
Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

REQUIREMENTS FOR PROMOTION AND TRANSFER WITHIN THE DIVISION

Revised Feb 2022

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

Label: "DIVISION Documents"

- 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 1 copy** Work Experience Sheet
- 2 copies** Transcript of Record Undergrad and Grad School, if any (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)
- 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**
- 1 copy** Notarized Sworn Statement of Assets and Liabilities 2021
- 1 copy** Latest IPCRF
- 2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺

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