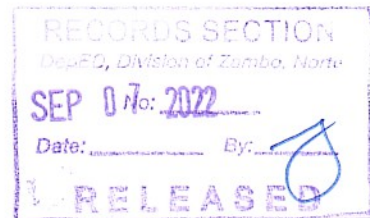




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Advisory  
No. 165, 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 : September 1, 2022

1. With the approval of the **plotting worksheet for newly hired in Elementary (Natural Vacancy)** 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 September 8, 2022.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Divine May O. Dayaganon	Teacher I	Panubigan ES, Siocon III
2. Albert C. Abrasaldo	Teacher I (DO 50)	Bagumbayan ES, Sergio Osmeña II
3. Sheila Mae P. Dragon	Teacher I	Bagumbayan ES, Sergio Osmeña II
4. Analiza K. Ellih	Teacher I (DO 50)	Dacon Learning Center-Sahara Annex, Sirawai II
5. Blesila C. Rosales	Teacher I	Linay ES, Baliguian
6. Garry J. Inong	Teacher I (DO 50)	Lubay ES, Sibuco
7. Cheryl S. Vergaño	Teacher I (transferee from other division)	Cantulan ES, Roxas III
8. Marjon B. Amaro	Teacher I (DO 50)	Lantawan ES, Sibuco
9. Imee Rose P. Buagas	Teacher I	San Isidro ES, Labason I
10. Elvie B. Dagandalan	Teacher I (DO 50)	Selese ES, Siayan II
11. Luzfhell B. Solis	Teacher I (SPIMS Program)	Tuburan ES, Sergio Osmeña I
12. Ester D. Contioso	Teacher I (SPIMS Program)	Sinuyak ES, Katipunan IV





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13. Geralyn T. Dadan	Teacher I (SPIMS Program)	Delusom ES, Bacungan II
14. Ejenalyn C. Bustillo	Teacher I (SPIMS Program)	Nasipang ES, Rizal District

2. For any queries or clarifications, you may call telephone number (065) 917 6137/ 09661571283 or email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).

3. For information and guidance.

*PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0009/09012022*

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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](mailto:zn.division@deped.gov.ph)



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



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**REQUIREMENTS FOR NEWLY HIRED  
(Elem and Junior High)**  
*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](http://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** Oath of Office (Revised 2018) Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor, if Elem *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)
- 3 copies** Valid NBI Clearance
- 1 copy** PSA Birth Certificate
- 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 2021
- 3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- 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! ☺**

