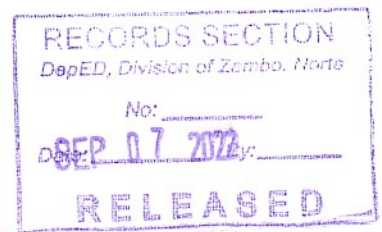




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 169, 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 transferees and newly hired in Junior High School (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. Jessabel G. Drilon	Teacher I (Transferee)	San Jose NHS
2. Sitti Reina P. Pulalun	Teacher I (Transferee)	Sirawai NHS
3. Christian Mae B. Sajulan	Teacher I (Transferee)	Katipunan NHS
4. Ruth T. Mohametano	Teacher I (Transferee)	Kanim NHS
5. Gilbert T. Gomiton	Teacher I	Rizal NHS
6. Jaecel P. Padao	Teacher I	Sebaka NHS
7. Riza C. Sulit	Teacher I	La Libertad NHS
8. Mayla L. Unding	Teacher I	Sirawai NHS
9. Krisha Mae S. Cabrera	Teacher I	Sibuco NHS-Cawit-cawit Ext.
10. Maureen O. Macahidhid	Teacher I	Siayan NHS-Domogok Ext.
11. Catherine L. Sohitado	Teacher I	Salug NHS
12. Johndel P. Pacatang	Teacher I	Manawan NHS
13. Phoebe Claire Micabalo	Teacher I	Julian Soriano MCHS

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/A0009/09012022

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



"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**

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! ☺