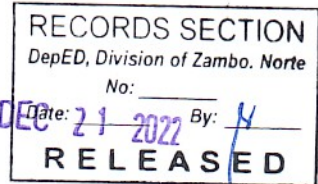




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 215, 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 : December 5, 2022

1. With the approval of the plotting **worksheet of newly hired teachers and non-teaching personnel (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 December 12, 2022.

NAME	POSITION TITLE	SCHOOL ASSIGNMENT
1. Mary Rose E. Pormento	ADAS III	Juan Bugarin CS, Sindangan North II
2. Karen E. Lisbos	ADAS III	Julian Soriano Memorial Comprehensive HS
3. Clara Jean G. Cacho	ADAS III	Ponot District
4. Randy A. Fuertes	ADAS III	Gutalac I
5. Mary Gay R. Jungoy	Teacher II	Sergio Osmeña NHS
6. Jay Marie R. Trinidad	Teacher I	Manukan NHS
7. Ma. Realane A. Orbigozo	Teacher I	Liloy NHS
8. Maellodiene Rose B. Porton	Teacher II	Bacungan NHS

2. Attached herewith is the list of requirements that needs to be complied before the deadline.

3. 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.

4. For information and guidance.

PERSONNELbrg/ Division Advisory to Submit Pertinent Papers for Appointment/ A00020/ 11082022



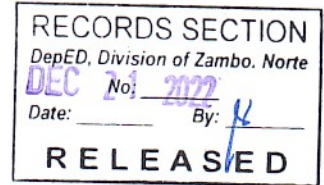
Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)
Revised Oct. 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

- A. **3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **2 copies** Original Work Experience Sheet
- C. **2 copies** Original Authenticated CSC Eligibility (must be certified by è CSC); PRC License if LET
- D. **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*.
- E. **2 copies** Original PDF (Position Description Form) Revised 2017
- F. 1 photocopy each Certificate of Employment (if newly hired)
- G. 1 photocopy each Certificate of Trainings (if newly hired)

Label: DIVISION Documents

- A. **1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **1 copy** Work Experience Sheet
- C. **2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar)
- D. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- E. **2 copies** Marriage Contract (if married woman)
- F. **3 copies** Valid NBI Clearance
- G. **1 copy** PSA Birth Certificate
- H. **2 copies** PRC License
- I. **2 copies** PRC Rating
- J. **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*
- K. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2021
- L. **3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- M. **1 copy Service Record** (If casual or permanent employee of any government agencies. If not, pls. disregard)
- N. **1 copy** Filled out GSIS Membership Form
- O. **1 copy** PhilHealth Membership Data Form
- P. **1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺



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