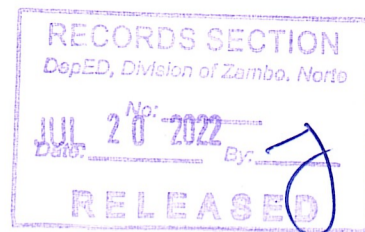




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE




Division Memorandum:
No. 265, 2022

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

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

For the Schools Division Superintendent:


JOYE E. LETRAN-SINGSON, EMD
SGOD Chief
In-Charge of Office *q*

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

DATE : JULY 20, 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			
				Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL I	SP1-571025-2010	KANIM NHS	1	MASTER'S DEGREE IN THE FIELDS OF ADMIN., SUPERVISION, LEADERSHIP/MANAGEMENT	48 HRS. REL. TRAINING	2 YRS. AS HT-III	PBET/LET
MASTER TEACHER II	MTCHR2-570421-1998	KATIPUNAN I DISTRICT	1	BEED/BSED OR BACHELOR'S DEGREE PLUS 18 PROF. UNITS IN EDUCATION; AND 24 UNITS FOR A MASTER'S DEGREE IN EDUCATION OR ITS EQUIVALENT	4 HRS. RELEVANT TRAININGS	1 YEAR AS MT-I OR 4 YEARS AS T-III	RA 1080 (TEACHER)
MASTER TEACHER I	MTCHR1-570058-2013	BALIGUIAN DISTRICT	2	BEED/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 1080 (TEACHER)

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MASTER TEACHER I	MTCHR1-570059-2017	SALUG II		BEED/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 1080 (TEACHER)
HEAD TEACHER I	HTEACH1-570063-2016	STA. MARIA NHS	2	AT LEAST 12 MA UNITS IN THE FIELD OF ADMINISTRATION, SUPERVISION, LEADERSHIP/ MANAGEMENT	24 HRS. REL. TRAINING	TIC FOR 1 YR; TEACHER III FOR 5 YEARS	PBET/LET
HEAD TEACHER I	HTEACH1-570097-2014	UBAY NHS		AT LEAST 12 MA UNITS IN THE FIELD OF ADMINISTRATION, SUPERVISION, LEADERSHIP/ MANAGEMENT	24 HRS. REL. TRAINING	TIC FOR 1 YR; TEACHER III FOR 5 YEARS	PBET/LET
TEACHER III	TCH3-570003-2012	KIPIT-AGRO FISHERIES HS	13	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-572237-1998	MANUKAN II		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-571244-2019	MANUKAN II		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-570406-2014	SINDANGAN SOUTH II		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-570117-2017	PIÑAN DISTRICT		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-570076-2010	BACONG NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-570495-2014	KATIPUNAN II		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-570198-2021	TAMPILISAN NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-572212-1998	RIZAL DISTRICT		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-570119-2015	SIBUTAD DISTRICT		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-571691-2021	ROXAS II DISTRICT		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET

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TEACHER III	TCH3-570276-2013	SAN JOSE NHS, SERGIO OSMEÑA III	17	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER III	TCH3-571795-2020	SERGIO OSMEÑA NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET
TEACHER II	TCH2-570065-2020	BINONI NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570170-2003	KIPIT-AGRO FISHERIES HS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570364-2014	ROXAS I		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570247-2017	SIBUTAD NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570182-2016	SINDANGAN NATIONAL AGRICULTURAL SCHOOL SINDANGAN CENTRAL II		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570270-2016	SINDANGAN NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570276-2016	SINDANGAN NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570137-2017	MUTIA NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570141-2017	MUTIA NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570210-2017	SIBUCO NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570278-2017	BACUNGAN NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-571149-2017	KATIPUNAN NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-571240-2017	SALUG NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570367-2019	COMPRA NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570116-2021	SALUG NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET

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TEACHER II	TCH2-570279-2012	LANGATIAN NHS		BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
TEACHER II	TCH2-570098-2002	LABASON I DISTRICT		BEED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET
DENTIST I	DENT1-570002-1998	SNAS	1	DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY	NONE REQUIRED	NONE REQUIRED	RA 1080 (DENTISTS LICENSURE EXAM)

2. 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.

3. 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 **AUGUST 5, 2022**. (See DepEd Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).

4. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 3).

5. The skills test and interview will be on **AUGUST 24-26, 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).

6. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.

7. For information, guidance and compliance.

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

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

Name of Teacher: _____ 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 Teacher: _____ 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		
<p>q. Introduced any of the following which has been ADOPTED or USED by the school or district.</p> <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.) 		
<p>r. 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.</p> <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) 		
<p>s. 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.</p> <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) 		
<p>t. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare.</p> <ul style="list-style-type: none"> A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
<p>u. 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.</p> <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. 		
<p>v. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: <i>pax</i> should be teachers or other school personnel)</p>		

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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>w. 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>x. 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: _____ 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. 3 of DM No. _____ s. 2022

**CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER 2 and 3,
 RELATED-TEACHING and NON-TEACHING POSITIONS
 (Reference: DO 66, s. 2007)**

Name of Teacher: _____ 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 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 LRMDs 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.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 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.

PERSONNELshd/Division Memorandum/ _____

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



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Republic of the Philippines

CIVIL SERVICE COMMISSION

Regional Office No. IX

CSCFO-ZAMBOANGA DEL NORTE

Dipolog City

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