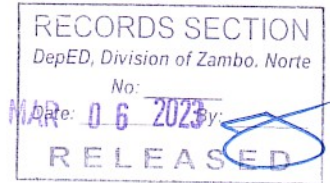




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



March 6, 2023

Division Memorandum  
 No. 79 s. 2023

**CALL FOR APPLICANTS FOR VACANT TEACHING POSITIONS IN DEPED,  
 DIVISION OF ZAMBOANGA DEL NORTE**

**To: District Personnel Selection Sub-Committees  
 School Personnel Selection Sub-Committees  
 School Heads for Elementary and Secondary Level  
 All Others Concerned**

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the open ranking of following positions:

Vacant Positions	Item Number	School/District Assignment	No. of Items	CSC Prescribed Qualification
<b>Elementary</b>				
Teacher-III	OSEC-DECSB-TCH3-570006-2012	Gutalac I District	3	<b>Education:</b> BEED or Bachelor's degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher
	OSEC-DECSB-TCH3-570393-2014			
	OSEC-DECSB-TCH3-570214-2015			
	OSEC-DECSB-TCH3-571324-2022	Katipunan I District	2	
	OSEC-DECSB-TCH3-570123-2018			
	OSEC-DECSB-TCH3-571998-1998	Labason District	3	
	OSEC-DECSB-TCH3-570355-2014			
	OSEC-DECSB-TCH3-570709-2016			
	OSEC-DECSB-TCH3-570367-2014	Baliguian CS, Baliguian District	1	
	OSEC-DECSB-TCH3-570045-2006	Liloy I District	4	





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OSEC-DECSB-TCH3-572143-1998			
OSEC-DECSB-TCH3-572229-1998			
OSEC-DECSB-TCH3-572233-1998			
OSEC-DECSB-TCH3-570154-2011	Salug I District		
OSEC-DECSB-TCH3-572107-1998		2	
OSEC-DECSB-TCH3-570198-2012	Tampilisan District		
OSEC-DECSB-TCH3-570484-2016		3	
OSEC-DECSB-TCH3-570386-2014			
OSEC-DECSB-TCH3-570203-2012	Katipunan II District		
OSEC-DECSB-TCH3-570683-2016		2	
OSEC-DECSB-TCH3-570206-2017	North Sindangan District		
OSEC-DECSB-TCH3-570156-2011		3	
OSEC-DECSB-TCH3-570430-2014			
OSEC-DECSB-TCH3-570182-2017	Kalawit District		
OSEC-DECSB-TCH3-570183-2017		2	
OSEC-DECSB-TCH3-570217-2012	Salug II District		
OSEC-DECSB-TCH3-570002-2012		2	
OSEC-DECSB-TCH3-570315-2019	Piñan District		
		1	



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	OSEC-DECSB-TCH3-570408-2014	Roxas II District	1	
	OSEC-DECSB-TCH3-570713-2016	Polanco I District	3	
	OSEC-DECSB-TCH3-570865-2017			
	OSEC-DECSB-TCH3-572173-1998			
	OSEC-DECSB-TCH3-572180-1998	Bacungan District	1	
	OSEC-DECSB-TCH3-572212-1998	Rizal District	1	
Teacher-II	OSEC-DECSB-TCH2-570098-2002	Labason District	2	<b>Education:</b> BEED or Bachelor's degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 1 year relevant experience <b>Eligibility:</b> PBET; Teacher
	OSEC-DECSB-TCH2-570139-2015			
	OSEC-DECSB-TCH2-570751-2016	Sibuco District	3	
	OSEC-DECSB-TCH2-570293-2014			
	OSEC-DECSB-TCH2-570323-2013			
	OSEC-DECSB-TCH2-570753-2016	Tampilisan District	1	
	OSEC-DECSB-TCH2-570143-2015	Katipunan I District	1	
	OSEC-DECSB-TCH2-570755-2016	Sirawai District	1	
	OSEC-DECSB-TCH2-571994-1998	Sergio Osmena I District	1	
	OSEC-DECSB-TCH2-572051-1998	Sibutad District	1	
	OSEC-DECSB-TCH2-572060-1998	Godod District	1	
	OSEC-DECSB-TCH2-572115-1998	Rizal District	1	



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	OSEC-DECSB-TCH2-570034-2007	Polanco 1 District	1	
	OSEC-DECSB-TCH2-570304-2013	Katipunan II District	1	
	OSEC-DECSB-TCH2-572040-1998	Sindangan Central District	1	
	OSEC-DECSB-TCH2-570437-2013	Ponot District	1	
	OSEC-DECSB-TCH2-570535-2022	Baliguian District	1	
	OSEC-DECSB-TCH2-570028-2010	Gutalac I District	1	
<b>Secondary- JHS</b>				
Teacher-III	OSEC-DECSB-TCH3-571818-2020	Sirawai NHS, Sirawai District	1	<b>Education:</b> Bachelor's degree of Secondary; or Bachelor's degree plus 18 professional units in Education with appropriate major <b>Training:</b> None Required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher
	OSEC-DECSB-TCH3-572651-2020	Jesus Ramos NHS Manukan II District	1	
	OSEC-DECSB-TCH3-570422-2004	Salug NHS	1	
	OSEC-DECSB-TCH3-570317-2013	Polanco NHS	1	
	OSEC-DECSB-TCH3-570275-2013	Siayan NHS Siayan District	1	
	OSEC-DECSB-TCH3-570291-2013	Bacong NHS Salug II District	1	
	OSEC-DECSB-TCH3-570308-2018	Katipunan NHS	1	
	OSEC-DECSB-TCH3-570252-2018	Bacungan NHS	1	
	OSEC-DECSB-TCH3-570059-2002	Sergio Osmena NHS	1	





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Teacher II	OSEC-DECSB-TCH2-570003-2010	Bacong NHS Salug II District	1	<b>Education:</b> BEED or Bachelor's degree plus 18 professional units in Education <b>Training:</b> None Required <b>Experience:</b> 1 years relevant experience <b>Eligibility:</b> PBET; Teacher
	OSEC-DECSB-TCH2-570065-2020	Binoni NHS Salug II District	1	
<p><u>For guidance as to the criterion and computation of points:</u>  <b>Reference: DO 66 s.,2007 REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS</b></p>				

2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit **sequenced and organized pertinent documents per applicable checklist in a folder with complete tabbing and page numbering.** (See Enclosure No. 2 of this division memorandum). The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s.2022).

3. Qualified applicants are advised to follow the procedure for submission of application as stated:

3.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through ***depedzn.net*** or ***depedzn.net/application***.

3.b Click the ***New Application*** tab and select the desired job position by clicking the ***Apply Now*** tab.

3.c Print out the initial registration form by clicking ***View Application>Print Applicant Profile*** tabs and attach as top sheet of the application documents.

3.d Submit your application to the appropriate district/school selection committee.

4. The division Information Technology Officer (ITO) together with the HRMPSB Secretariats are enjoined to serve as the central ICT team during the conduct of BEI and comparative assessment.

5. Pursuant to Division Memorandum (Nos. 476 s. 2022) "Reconstitution of District Personnel Selection Sub-Committee for the Elementary, Secondary and School-Based Nonteaching Personnel" and (476 s.2022) "Addendum to Division (No.442 s 2022) Reconstitution of District Personnel Selection Sub-Committee for the Elementary, Secondary and School-Based Nonteaching Personnel", all qualified applicants for **Teacher II to III** for elementary and secondary levels must submit their pertinent documents for application to the appropriate **District Personnel Selection Sub-**





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**Committee (DPSS) for elementary and Non-Implementing Units secondary levels and School Personnel Selection Sub-Committee (SPSS) for Implementing Units (IU) on or before March 13, 2023.** Pursuant to *DO 19 s.2022*, failure to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

6. Conduct of initial evaluation, skills test, behavioral events interview (BEI) and assessment of pertinent documents of qualified applicants and shall be done on **March 20 to 22, 2023** by the district/school sub-committees listed in the attached Enclosure No.1 of this division memorandum.

7. The following reports are required to be submitted by the DPSSs and SPSSs to the Personnel Section, this division, on or before **March 28, 2023**:


- Minutes of Meeting
- Duly signed Initial Evaluation Report (IER)
- Results of Comparative Assessment
- \_\_\_\_\_
- Transmittal of documents to the division office

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

9. The Schools Division of Zamboanga del Norte adheres to the Equal Employment Opportunity Principle (EEO), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA, Rule IX, Sec.83)

10. For information, guidance and compliance.

For the Schools Division Superintendent:

  
**JUDITH V. ROMAGUERA CESO VI**  
Assistant Schools Division Superintendent  
In-Charge of Office

Encl: As stated

SGV/PS/ CALL FOR APPLICANTS  
03/03062023



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Enclosure No. 1 of DM No. \_\_\_\_ s. 2023

List of District/School Personnel Selection Sub-committees with vacancies:

<b>District / School</b>	<b>No. of Vacancies</b>
Sirawai District	2
Gutalac I District	4
Katipunan I District	3
Labason District	5
Baliguian District	2
Liloy I District	4
Salug I District	2
Tampilisan District	4
Katipunan II District	3
North Sindangan District	3
Kalawit District	2
Salug II District	6
Piñan District	1
Roxas II District	1
Polanco I District	4
Bacungan District	1
Rizal District	2
Sibuco District	3
Katipunan I District	3
Sergio Osmeña I District	1
Sibutad District	1
Godod District	1
Sindangan Central District	1
Ponot District	1
Manukan II District	1
Salug NHS	1
Polanco NHS	1
Siayan District	1
Katipunan NHS	1
Bacungan NHS	1
Sergio Osmena NHS	1

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02/03062023



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Enclosure No. 2 of DM No. \_\_\_\_\_ s. 2023

**CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER II and III,  
 RELATED-TEACHING  
 and HIRING AND PROMOTION of NONTEACHING POSITIONS  
 (Reference: DO 66, s. 2007)**

Name of Applicant: \_\_\_\_\_  
 DUAN : \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_ Office (where the vacancy exists): \_\_\_\_\_  
 Division Memo No.: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

**Instruction: Initial assessment of documents should be done by the SPSS or DPSS in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.**

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
I. Omnibus Certification <ul style="list-style-type: none"> <li>Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act;</li> </ul>			
II. Letter of Intent <ul style="list-style-type: none"> <li>Letter of Intent addressed to Head of Office;</li> </ul>			
III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>			
IV. One (1) Authenticated Photocopy of valid and updated PRC License/ID and Photocopy of Certificate of Eligibility/ Report of Rating			
<b>REQUIRED DOCUMENT/S PER CRITERION</b>			
A. <b>Performance Rating</b> <ul style="list-style-type: none"> <li>Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2018-2019; 2019-2020;2020-2021)</li> </ul>			
B. <b>Experience</b> <ul style="list-style-type: none"> <li>Certificate of Employment and/or Duly Signed Service Record, whichever is/are applicable.</li> <li>Latest Approved Appointment</li> </ul>			
C. <b>Outstanding Accomplishments</b>			
a. <b>Outstanding Employee Award</b> <ul style="list-style-type: none"> <li>Certificate of Recognition/Plaque/Trophy and other MOVs of the award received.</li> </ul>			
b. <b>Innovations</b> <ul style="list-style-type: none"> <li>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</li> </ul>			



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innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc)			
<b>c. Research and Development Projects</b> <ul style="list-style-type: none"> <li>A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>			
<b>d. Publication/Authorship</b> <ul style="list-style-type: none"> <li>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</li> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>			
<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b> <ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>			
<b>D. Education</b> <ul style="list-style-type: none"> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>			
<b>E. Training, any of the following</b> <ul style="list-style-type: none"> <li>3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>			

**Remarks: 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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
 Signature over Printed Name of Applicant

\_\_\_\_\_  
 Signature Over Printed Name of DSC/SSC Chair or Representative

**CERTIFICATION**

**To the Division 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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**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

*In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.*

