



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

June 23, 2023

Division Memorandum
No. 241, s. 2023

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

TO: PSDSs and PICDs
Identified School Heads
Section/ Unit Heads
Identified SDO Personnel

1. With the approval of the complete assessment result, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before June 30, 2023.
2. Attached herewith is the list of requirements that need to be complied with before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09108660158 and connect to Personnel Section, email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.
4. Immediate and widest dissemination of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
00040-2023/ 06232023





Republic of the Philippines
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

S/N	NAME	POSITION TITLE	RESIDENCE	SCHOOL ASSIGNMENT
<i>Newly Hired (Nonteaching)</i>				
1	Condic D. Gantiao	Administrative Officer II	Katipunan, Zamboanga del Norte	Sapa Naga ES, Katipunan II
2	Jafamie Tamparong	Administrative Officer II	Sergio Osmeña, Zamboanga del Norte	Princesa Freshia ES, Sergio Osmeña II District
<i>Newly Promoted (Nonteaching)</i>				
1	Eunice D. Janolino	Education Program Specialist	Dipolog City, Zamboanga del Norte	Social Mobilization Section, Division Office





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REQUIREMENTS FOR PROMOTION/TRANSFER WITHIN THE DIVISION

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"

- 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** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (Revised 2018)** *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)
- 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*
- 1 copy** Notarized Sworn Statement of Assets and Liabilities 2021
- 1 copy** Latest IPCRF
- 2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺



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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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)**
Revised Oct. 2022

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- 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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