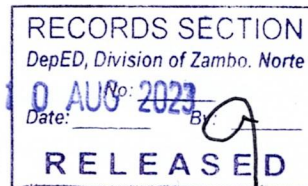




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 9, 2023

Division Memorandum
No. 330, 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 Comparative Assessment Result (CAR) for newly hired personnel, 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 August 16, 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 VI
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
00060-2023/ 08082023



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

Enclosure No. 1

S/N	NAME:	PROMOTED TO:	RESIDENCE:	SCHOOL/DISTRICT:
1.	Jan Ulee S. Bagalanon	Administrative Assistant III	Dapitan City, ZDN	District Office, Sergio Osmeña I District
2.	Remar M. Montefalcon	Administrative Assistant III	Dipolog City, ZDN	District Office, Katipunan I District (transferee)
3.	Crystel Vanice C. Dayunot	Administrative Assistant III	Dipolog City, ZDN	Polanco NHS
4.	Lovelyn T. Sanico	Administrative Assistant III	Dapitan City, ZDN	Kanim NHS
5.	Charito C. Quirante	Administrative Assistant II	Katipunan, ZDN	District Office, La Libertad District
6.	Cherie G. Pagasian	Administrative Assistant II	Piñan, ZDN	Piñan NHS
7.	Aiza S. Bael	Administrative Assistant II	Piñan, ZDN	Piñan NHS
8.	Randy S. Arandia	Administrative Officer II	Katipunan ZDN	Sapa Ralum ES, Katipunan I District (transferee)
9.	Chimney Mae A. Pausal	Teacher I	Roxas, ZDN	Pres. Manuel A. Roxas NHS (transferee thru swapping agreement)
10.	Ericson A. Moreno	Teacher I	Katipunan, ZDN	Katipunan NHS (transferee thru swapping agreement)

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)**
Revised March 2023

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 CSC Eligibility (must be certified by è CSC); PRC License photocopy, if LET.
- 2 copies Oath of Office (Revised 2018)** Notarized by Private Atty., if Elem *Open Date, if possible.*
- 2 copies** Original PDF (Position Description Form) Revised 2017
- 1 photocopy** each Certificate of Employment (if newly hired)
- 1 photocopy** each Certificate of Trainings (if newly hired)

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. **Oath of Office (revised 2018)** *Open Date, if possible*
- 1 copy** Latest Notarized Sworn Statement of Assets and Liabilities CY 2022
- 3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- 1 copy Service Record** (If casual or permanent employee of any government agencies. If not, pls. disregard)
- 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! ☺



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

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** PRC License
- 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! ☺



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