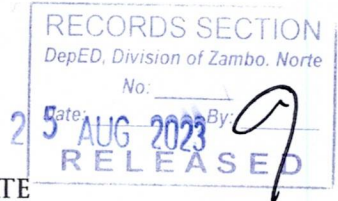




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

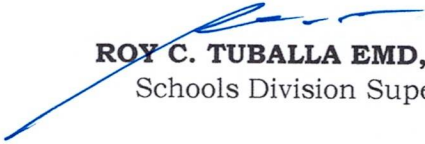
August 23, 2023

Division Memorandum
No. 359, 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 plotting worksheet for newly hired elementary teachers, 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 September 1, 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
00042-2023/ 08252023



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



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

Enclosure No. 1

S/N	NAME	POSITION TITLE	RESIDENCE	SCHOOL ASSIGNMENT
Newly Hired (Teaching)				
1	Angelica D. Duhaylungsod	Teacher I	Roxas, Zamboanga del Norte	Tantingon ES, Roxas District
2	Mary Quenee Cheyenne T. Virtudazo	Teacher I	Liloy, Zamboanga del Norte	Silucap ES, Liloy I District
3	Migrel D. Ordeniza	Teacher I	Gutalac, Zamboanga del Norte	La Libertad ES, Gutalac I District
4	Ailyn N. Alas-as	Teacher I	Sibuco, Zamboanga del Norte	Lunday Valley ES, Sibuco District
5	Caressa P. Parayno	Teacher I	Sindangan, Zamboanga del Norte	Datagan ES, Sindangan South District
6	Melanie R. Jul-abi	Teacher I	Sibuco, Zamboanga del Norte	Tangarak ES, Sibuco District

Encl: Aps stated

PERSONNEL/ brg/ DM- Submit Pertinent Papers for Appointment
00042-2023/ 08252023



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



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

Enclosure No. 2

**REQUIREMENTS FOR NEWLY HIRED
(Elem and Junior High)**
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 PRC License (must be certified by è PRC)
- 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

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! ☺



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