

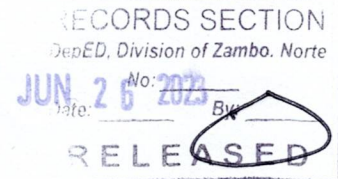


Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



June 26, 2023

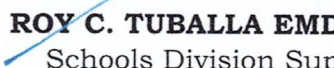
Division Memorandum

No. 299, s. 2023

COMPOSITION OF DISTRICT DOCUMENT EVALUATORS (DDEv)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. To expedite the process of submission and receipt of application documents and initial evaluation of the qualification of applicants pursuant to DepEd Order No. 7, s. 2023, this Office informs the field of the established HRMPSB sub-committee called District Document Evaluators (DDEv) composed of the non-teaching personnel assigned in the district offices of this division.
2. Enclosed herewith are the identified DDEv members and their duties and responsibilities.
3. This memorandum shall take effect immediately.
4. For widest dissemination, guidance and compliance.


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

*OASDS/sgbv/Composition DDEv
001/June 26, 2023*





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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 1 to Division Memorandum No. ____, s. 2023

DISTRICT DOCUMENT EVALUATORS (DDEv)

No.	District	Name of DDEv	Position	Contact No.	Email Address
1	La Libertad	Kay M. Quimiguin	AO II	*****9804	kay.quimiguin@deped.gov.ph
2	Mutia	Grace J. Cabilin	ADAS III	*****6839	gracecabilin@deped.gov.ph
3	Pinan	Helen Grace I. Orquillas	AO II	*****5321	helengrace.orquillas@deped.gov.ph
4	Polanco I	Mariel P. Batuampo	AO II	*****5142	mariel.batuampo@deped.gov.ph
5	Polanco II	Joelito R. Saban Jr.	AO II	*****8158	joelito.sabanjr@deped.gov.ph
6	S. Osmena I	Arical Bersales	AO II	*****4251	maricel.bersales@deped.gov.ph
7	S. Osmena II	Analyn Taruc	AO II	*****8300 *****8794	analyn.taruc@deped.gov.ph
8	Rizal	Helen Grace I. Orquilla	AO II	*****5321	helengrace.orquillas@deped.gov.ph
9	Sibutad	Sharon Palionay	AO II	*****6550	sharon.palionay@deped.gov.ph
10	Katipunan I	Jonathan M. Ordinaria	AO II	*****9514	jonathan.asc@gmail.com
11	Katipunan II	Brienne Tiffany A. Abarca	AO II	*****8459	briannetiffany.abarca@deped.gov.ph
12	Roxas I	Irish Charm Y. Jalosjos	AO II	*****4619	irishcharm.jalosjos@deped.gov.ph
13	Roxas II	Irish Claire U. Sacome	AO II	*****7955	irishclaire.sacome@deped.gov.ph
14	Manukan I	Violet Hyda Ross P. Jusep	AO II	*****8731	violethdraross.jusep@deped.gov.ph
15	Manukan II	Karen T. Almirol	AO II	*****1618	karen.almirol@deped.gov.ph
16	Ponot	Reinar E. Bontigao	AO II	*****6867	rienarbontigao01@deped.gov.ph
17	Sindangan N	Ardee Nikko D. Raguindin	AO II	*****1997	ardeenikko.raguindin@deped.gov.ph
18	Sindangan C	Michael E. Tan	AO II	*****8610	blacktan1990@gmail.com
19	Sindangan S	Lysander M. Abne	AO II	*****4505	lysander.abne@deped.gov.ph
20	Siayan	Noemi S. Bontigao	AO	*****0913	noemi.bontigao001@deped.gov.ph
21	Bacungan	Baby Celeste L. Licayan	AO II	*****1108	babyceleste.licayan@deped.gov.ph
22	Godod	Almira Nova C. Amarille	AO II	*****3177	almiranova.amarille@deped.gov.ph
23	Salug I	Sitti Narriman L. Nian	AO II	*****8927	sittinarriman.moin01@deped.gov.ph
24	Salug II	John Michael G. Panales	AO II	*****6829	johnmichael.panales@deped.gov.ph
25	Tampilisan	Joey Q. Gabo	AO II	*****9295	joey.gabo@deped.gov.ph
26	Kalawit	Lyn P. Ladiero	AO II	*****3302	lyn.ladiero@deped.gov.ph





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27	Liloy I	Steenie Jean M. Absin	AO II	*****5758	steeniejean.mardencial@deped.gov.ph
28	Liloy II	John Michael G. Panales	AO II	*****6829	johnmichael.panales@deped.gov.ph
29	Labason	Jocelyn N. Alampay	AO II	*****1860	jocelyn.alampay@deped.gov.ph
30	Gutalac I	Gene C. Uba Jr.	AO II	*****9786	gene.uba@deped.gov.ph
31	Gutalac II	Rimbern King Rimpos	AO II	*****8280	rimbernking.rimpos@deped.gov.ph
32	Baliguian	Julius M. Callagon	AO II	*****2254	julius.callagon@deped.gov.ph
33	Siocon	Kristine E. Lisbos	AO II	*****3250	kristine.lisbos@deped.gov.ph
34	Sirawai	Chrismarie O. Pabatao	AO II	*****2483	chrismarie.pabatao@deped.gov.ph
35	Sibuco	Edris Amilasan Jr.	AO II	*****6419	edris.amilasan@deped.gov.ph





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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2 to Division Memorandum No. ____ s, 2023

**DUTIES AND RESPONSIBILITIES OF THE
DISTRICT DOCUMENT EVALUATORS**

The designated **District Document Evaluators (DDEv)** shall have the following duties and responsibilities:

- a. Post the publication and memorandum of vacant positions in the Schools Division of Zamboanga del Norte in the district, schools, and other physical places such as bulletin board and through other modes such as but not limited to social media, group chats or viber groups of the schools/district;
- b. Receive the documents of applicants in the district;
- c. Check the documents' completeness, authenticity, veracity using the checklist attached to the memorandum issued;
- d. Assist the applicants in generating the Division Unique Application Number (DUAN) and Document Tracking System;
- e. Issue the Individual Initial Evaluation Result (IIER) to the applicants, softcopy or hardcopy, whichever is applicable (See Annex A and B);
- f. Encode the applicant's personal information and details of the IIER in the Division Initial Evaluation Result (DIER) through a link provided by the HRMPSB Secretariat (See Annex C.);
- g. Take a screenshot of the IIER and forward a copy to the Viber Group or Group Chat of the DDEv and HRMPSB Secretariat;
- h. Forward the documents of the applicants to the Division Office on or before the deadline;
- i. Perform other duties and functions as may be assigned by the HRMPSB.





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Annex A
 For Disqualified Applicant

(Insert Date Here)

(INSERT NAME OF APPLICANT)
 (Address Line 1)
 (Address Line 2)

Dear (Applicant),

Please be informed of the results of the initial evaluation of your qualifications vis-a-vis the Civil Service Commission (CSC) approved-Qualification Standards (QS) of (insert position applied for) position under (insert specific office), as follows:

Position Applied for	CSC-approved QS of the Position	Your Qualifications	Remarks/Details
Administrative Officer IV (Human Resource Management Officer II) OSEC-DECSB-ADOF4-123456-2015 (Insert specific plantilla item number) *sample only	Education: Bachelor's Degree	BS Nursing	Not Qualified
	Experience: One (1) year relevant experience	Nursing Assistant (Jan-Dec 2017)	Not Qualified
	Training: Four (4) hours of relevant training	24 hours of Practical Nursing Assessment Course	Not Qualified
	Eligibility: Career Service (Professional) Second Eligibility	RA 1080 (Registered Nurse)	Qualified

While your qualifications made favorable impressions, we regret to inform you that you did not meet the minimum QS set for (insert position applied for) position. You may, however, continue to submit job applications in response to other vacancy announcements that we publish at www.csc.ph/careers, DepEd bulletin boards, and Schools Division of Zamboanga del Norte website (www.depedzn.net).

The results of the initial evaluation shall be released and posted for transparency purposes. You may refer to your assigned Division Unique Application Number (DUAN) in the official posting of the results.

Thank you and we wish you the best of luck in your future success.

Very truly yours,

MARYLYNNE B. BAYRON
 Administrative Officer IV-HRMO





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Annex B
 For Qualified Applicant

(Insert Date Here)

(INSERT NAME OF APPLICANT)

(Address Line 1)

(Address Line 2)

Dear (Applicant),

Please be informed of the results of the initial evaluation of your qualifications vis-a-vis the Civil Service Commission (CSC) approved-Qualification Standards (QS) of (insert position applied for) position under (insert specific office), as follows:

Position Applied for	CSC-approved QS of the Position	Your Qualifications	Remarks/Details
Administrative Officer IV (Human Resource Management Officer II) OSEC-DECSB-ADOF4-123456-2015 (Insert specific plantilla item number) *sample only	Education: Bachelor's Degree	BS Human Resource Management	Qualified
	Experience: One (1) year relevant experience	Two (2) years of experience as Administrative Officer II (HRMO I)	Qualified
	Training: Four (4) hours of relevant training	24 hours of training in PRIME-HRM	Qualified
	Eligibility: Career Service (Professional) Second Eligibility	CS (Professional Second Level)	Qualified

Please be advised of your assigned application code (application code) which shall be used as you proceed with the next stage of the selection process. You may refer to the official issuances of the Schools Division of Zamboanga del Norte for the additional announcements in this regard. For inquiries, you may communicate through zn.division@deped.gov.ph.

Thank you.

Very truly yours,

MARYLYNNE B. BAYRON
 Administrative Officer IV-HRMO

