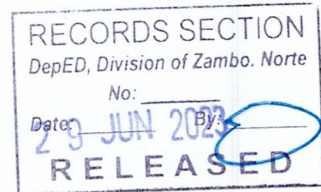




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

June 29, 2023

Division Memorandum
No. 251 s. 2023

ADDENDUM TO DIVISION MEMORANDUM NO. 246 S. 2023
“CALL FOR APPLICANTS FOR VACANT LEVEL 1 NONTEACHING
POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE”

To: District/School Personnel Selection Subcommittees
District Document Evaluators for Level 1 Positions
All Others Concerned

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the **additional** vacant level 1 Nonteaching positions listed herein.
2. Interested applicants are required to submit the relevant application documents as stated in the checklist of requirements to the respective District/School Personnel Selection Sub-committee (DPSSC) no later than **5:00 pm on Wednesday, July 12, 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.
3. The hiring and promotion process for non-teaching positions will adhere to the criteria and point system outlined in DepEd Order No. 7 s. 2023, “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*”. Points obtained based on the old guidelines will no longer be considered or accepted.
4. In accordance to Division Memorandum No. 244 s. 2023, “*Composition of District Document Evaluators (DDEv)*”, the identified District Nonteaching Personnel are specifically assigned the duty of receiving the application in the district, conduct Initial Evaluation and determine the eligibility of the applicants based on CSC Prescribed Qualification Standard appropriate to the vacant position. All application documents along with the Initial Evaluation Report (IER) must be submitted to the Personnel Section on **Friday, July 14, 2023**.
5. The following enclosures contain the information, procedures and timeline:
 - **Enclosure No. 1** - List of Vacancies
 - **Enclosure No. 2** - CSC Prescribed Minimum Qualification Standard
 - **Enclosure No. 3** - Checklist of Requirements
 - **Enclosure No. 4** - Timeline of Activities
 - **Enclosure No. 5**- Submission of Application Process Flow
6. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.





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7. This Division adheres to the Equal Employment Opportunity Principle (EEOP), 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)
8. For information, guidance and compliance.

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





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Enclosure No. 1 DM No _____ s. 2023

LIST OF VACANT POSITIONS

VACANT POSITION	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT	NO. OF VACANCIES
Implementing Units			
Administrative Assistant III	OSEC-DECSB-ADAS3-570023-2004	Sindangan NAS	1
Senior Bookkeeper	OSEC-DECSB-SRBK-570003-2009	Ubay,NHS- Labason	1
Cluster 2			
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570098-2017	Katipunan II District	1
Cluster 3			
Disbursing Officer II	OSEC-DECSB-DO2-570006-2011	Sindangan North, Siari John Rhoemer Memorial NHS	1
Cluster 4			
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570108-2017	Bacungan District, District Office	1
Cluster 5			
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570070-2016	Gutalac I District, Gutalac SPED Center	1
Cluster 6			
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570070-2014	Baliguian District	1





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Enclosure No. 2 DM____ s.2023

CSC QUALIFICATION STANDARD

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Assistant III/ Senior Bookkeeper	9 PHP 21,211.00	Completion of 2 years college studies	4 hours relevant training	1 year relevant work experience	CS Sub Professional / First Level Eligibility
Administrative Assistant II / Disbursing Officer	8 PHP 19,744.00	Completion of 2 years college studies	4 hours relevant training	1 year relevant work experience	CS Sub Professional / First Level Eligibility





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Enclosure No. 3 of DM No. _____ s. 2023

**CHECKLIST OF REQUIREMENTS
 CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NONTEACHING
 POSITIONS**

DEPED ORDER 007 S. 2023 Enclosure No.(5 s. 2023)

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 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
a. Letter of intent addressed to the Schools Division Superintendent			
b. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.csc.gov.ph ;			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as Transcript of Records (TOR) with General Weight Average (GWA) certification and Diploma, including completion of graduate and post-graduate units/degrees			
f. Photocopy of Certificate/s of Training relevant to the job, completed within the past five (5) years			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating/s with assessment tool in the last rating period(s) covering one (1) year performance prior to the assessment,			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> ➢ Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment. ➢ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled. 			

Attested:

MARYLYNNE B. BAYRON

Human Resource Management Officer (HRMO)
 Administrative Officer IV



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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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.





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Enclosure No. 4 of DM No. _____ s. 2023

TIMELINE OF ACTIVITIES

Date	Activity
June 28-July 12, 2023	Submission of Application Documents
July 19, 2023	Skills Test (Simultaneous) Venue: Cluster 2 – Katipunan NHS Cluster 3 – Sindangan NHS Cluster 4 – Salug NHS Cluster 5 – Liloy NHS Cluster 6 – Siocon NHS
July 20 – 26, 2023	BEI and Document Validation Venue: Schools Division Office, Estaka, Dipolog City, Zamboanga del Norte July 20 – Cluster 2 July 21 – Cluster 3 July 24 – Cluster 4 July 25 – Cluster 5 July 26 – Cluster 6
August 2, 2023	Posting of Results at the official website: www.depedzn.net and in 3 conspicuous places and platforms





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Enclosure No. 5 of DM No. _____ s. 2023

SUBMISSION OF APPLICATION PROCESS FLOW

1. Qualified applicants are advised to follow the procedure for submission of application as stated:
 - 1.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through *depedzn.net* or <https://depedzn.net/appreg>
 - 1.b Click the *New Application* tab and select the desired job position by clicking the *Apply Now* tab.
 - 1.c Print out the initial registration form by clicking *View Application>Print Applicant Profile* tabs and attach as top sheet of the application documents.
 - 1.d Submit your application to the respective District/School Personnel Section Sub-Committee where the vacancy exists.
2. All interested and qualified applicants should signify their interest in writing. Applicants must submit sequenced and organized pertinent documents per checklist of requirements in a paper folder with complete tabbing and page numbering. 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).





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Enclosure No. 6 DM ___ s.2023

**LIST OF DISTRICT PERSONNEL IN-CHARGE FOR RECEIVING
APPLICATION DOCUMENTS**

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.ascc@gmail.com
11	Katipunan II	Brianne 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
27	Liloy I	Steenie Jean M. Absin	AO II	*****5758	steeniejean.mardencial@deped.gov.ph



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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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