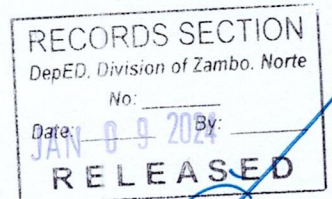




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

Division Advisory No. 02, s. 2023
January 9, 2024

In compliance with DepEd Order (DO) No. 8 s.2013
This advisory is issued for the information of DepEd
Division of Zamboanga del Norte officials,
personnel/staff, as well as the concerned public
www.depedzn.net

**CHANGE OF SCHEDULE FOR THE SUBMISSION OF APPLICATION
DOCUMENTS FOR VACANT POSITIONS IN DEPED, DIVISION OF
ZAMBOANGA DEL NORTE**

This has reference from Division Memorandum No. 10 s. 2024, re: Call For Applicants For Vacant Teacher II and Teacher III Positions (Elem, JHS and SHS) and Division Memorandum No. 16 s. 2024, re: Call for Applicants For Vacant Elementary, Secondary Teaching and Teaching Related Positions and Level 2 Positions in DepEd, Division of Zamboanga del Norte dated January 3 and 5, 2024, please be advised that the deadline for the submission of application documents initially scheduled on January 8 and 10, 2024 will be moved to **January 12, 2024**.

Additionally, attached herein is the Checklist of Requirements For Hiring and Promotion to Nonteaching Positions adhering Deped Order 07 S. 2023.

For any queries and clarifications, you may call DepEd, Schools Division of Zamboanga del Norte thru 0966-157-1283 or thru online helpdesk at depedzn.net

Immediate dissemination of the advisory is desired.

SHD/PU/HRMPSBLEVEL2/DivisionAdvisory/010924



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. 4 of DM No. _____ s. 2024

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



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