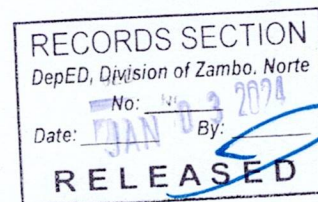




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

January 3, 2024

**Division Memorandum**

No. 10 s. 2024

**CALL FOR APPLICANTS FOR VACANT TEACHER II AND TEACHER III POSITIONS  
(ELEM, JHS AND SHS) IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors  
School Heads for Elementary and Secondary Level  
All Others Concerned**

1. This Division invites all interested and qualified applicants for the Vacant teaching positions stipulated in Enclosure No. 1.
2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit **sequenced and organized pertinent documents per applicable checklist in a folder with complete tabbing**. 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).
3. All qualified applicants for Teacher II to III for elementary and secondary levels must submit their pertinent documents for application to the **Division Office-Personnel Section on or before Monday, January 8, 2024 until 5:00pm only**. Pursuant to DO 19 s 2022, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
4. Criteria under **DepEd Order (No.66 s.2007) "Revised Guidelines on the Appointment and Promotion of the Other Teaching, Related Teaching and Non-Teaching Positions"** shall be the basis in assessing and assigning points to the pertinent documents of qualified applicants.
5. The Schools Division of Zamboanga del Norte 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)
6. The following enclosures contain the information, procedures and timeline:
  - **Enclosure No. 1** – List of Vacancies
  - **Enclosure No. 2** – Timeline of Activities
  - **Enclosure No. 3** – List of District/School Heads with vacancies PSDS / PICD
  - **Enclosure No. 4** – Checklist of Requirements for promotion to Teacher II and III, Related-Teaching and Hiring and promotion of Nonteaching Positions  
(Reference: DO 66, s. 2007)

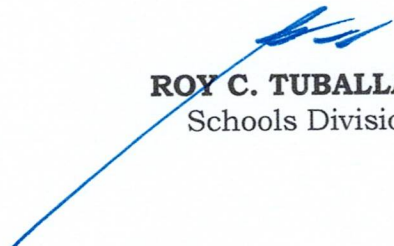


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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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7. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
8. 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).
9. For information, guidance and compliance.

  
**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

*PSU/gdm/ CallforApplicantsforTeachingPositions  
/January 3, 2024*



Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

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Enclosure No.1 to DM No. 10, s.2024

**LIST OF VACANCIES FOR TEACHER II AND III (ELEM, JHS AND SHS) POSITIONS IN  
 DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

No.	Vacant Positions	Salary Grade	Item Number	School/District Assignment	CSC Prescribed Qualification
<b>Elementary</b>					
1	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-571959-1998	MANUKAN II DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher
2	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-571244-2019	MANUKAN II DISTRICT	
3	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570279-2015	MANUKAN I DISTRICT	
4	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570046-2020	MANUKAN I DISTRICT	
5	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570163-2021	MANUKAN I DISTRICT	
6	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570155-2018	MANUKAN I DISTRICT	
7	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570469-2017	POLANCO I DISTRICT	
8	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570016-2007	POLANCO II DISTRICT (ALS)	
9	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570033-2018	POLANCO II DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 1 year relevant experience <b>Eligibility:</b> PBET; Teacher
10	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570150-2011	LILLOY I DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education



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11	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-571268-2022	LILOY I DISTRICT	<b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher	
12	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570852-2017	LILOY I DISTRICT		
13	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570369-2014	LILOY I DISTRICT		
14	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570323-2019	LILOY II DISTRICT		
15	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570476-2014	LILOY II DISTRICT		
16	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-572103-1998	LILOY II DISTRICT		
17	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570393-2014	GUTALAC I DISTRICT		
18	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570214-2015	GUTALAC I DISTRICT		
19	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570006-2012	GUTALAC I DISTRICT		
20	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-572125-1998	GUTALAC I DISTRICT		
21	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570803-2016	GUTALAC I DISTRICT		<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 1 year relevant experience <b>Eligibility:</b> PBET; Teacher







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22	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570277-2000	GUTALAC I DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 1 year relevant experience <b>Eligibility:</b> PBET; Teacher
23	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570266-2013	KATIPUNAN I DISTRICT	
24	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-571387-2019	KATIPUNAN I DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher
25	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-573584-1998	KATIPUNAN I DISTRICT	
26	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570366-2021	SALUG II DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 1 year relevant experience <b>Eligibility:</b> PBET; Teacher
27	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570277-2003	SINDANGAN SOUTH DISTRICT	
28	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570714-2016	SIOCON DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher
29	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570534-2022	SIBUCO DISTRICT	
30	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570263-2018	SIBUTAD DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 1 year relevant experience <b>Eligibility:</b> PBET; Teacher
31	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570382-2014	TAMPILISAN DISTRICT	
32	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-571622-2021	SERGIO OSMEÑA II DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher







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33	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570840-2019	LABASON DISTRICT	<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher
<b>JUNIOR HIGH SCHOOL</b>					
1	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570265-2018	PIÑAN DISTRICT – DILAWA NHS	<b>Education:</b> BSED or Bachelor's Degree with at least 18 units in professional with major field of specialization <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> PBET; Teacher
2	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570325-2003	PIÑAN DISTRICT – PIÑAN NHS	
3	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570152-2017	SINDANGAN NORTH DISTRICT-SIARI JHOEMER NHS	<b>Education:</b> BSED or Bachelor's Degree plus 18 professional units in education with appropriate major <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher
4	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-571344-2022	SINDANGAN CENTRAL DISTRICT – SINDANGAN NHS	
5	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570005-2010	SINDANGAN CENTRAL DISTRICT – SINDANGAN NATIONAL AGRICULTURAL SCHOOL	<b>Education:</b> BSED or Bachelor's Degree with at least 18 units in professional with major field of specialization <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> PBET; Teacher
6	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570458-2013	SIBUTAD DISTRICT-SIBUTAD NHS	
7	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570124-2011	SIBUTAD DISTRICT-SIBUTAD NHS	
8	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-572676-2020	MANUKAN I DISTRICT-MANUKAN NHS	<b>Education:</b> BSED or Bachelor's Degree plus 18 professional units in education with appropriate major <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET; Teacher
9	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570132-2015	MANUKAN I DISTRICT-MANUKAN NHS	
10	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570160-2015	POLANCO DISTRICT-POLANCO NHS-SIANIB ANNEX	





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11	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570402-2021	LILLOY I DISTRICT – LILLOY NHS	<b>Education:</b> BSED or Bachelor's Degree plus 18 professional units in education with appropriate major <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET;Teacher
12	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570073-2009	SIOCON DISTRICT-SIOCON NHS	<b>Education:</b> BSED or Bachelor's Degree with at least 18 units in professional with major field of specialization <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> PBET;Teacher
13	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570227-2021	SIAYAN DISTRICT-SIAYAN NHS	<b>Education:</b> BSED or Bachelor's Degree plus 18 professional units in education with appropriate major <b>Training:</b> None required <b>Experience:</b> 2 years relevant experience <b>Eligibility:</b> PBET;Teacher
14	Teacher III	13 (31,320.00)	OSEC-DECSB-TCH3-570055-2002	SIBUCO DISTRICT-MALAYAL NHS	
<b>SENIOR HIGHSCHOOL</b>					
1	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-571186-2017	SINDANGAN CENTRAL DISTRICT-SINDANGAN NATIONAL AGRICULTURAL SCHOOL	<b>Education:</b> Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject <b>Training:</b> TVL Track: at least NCII +TMCI Appropriate to the specialization Academic Track: None Required <b>Experience:</b> None required <b>Eligibility:</b> RA 1080 (Teacher)
2	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-571130-2017	POLANCO I DISTRICT-POLANCO NHS	
3	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570097-2021	GUTALAC I DISTRICT-GUTALAC NHS	
4	Teacher II	12 (29,165.00)	OSEC-DECSB-TCH2-570187-2016	ROXAS I DISTRICT-PMAR NHS	



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.2 to DM No. 10, s.2024

**TIMELINE OF ACTIVITIES**

DATE	ACTIVITY
January 8, 2024	Deadline of Submission of Application Documents
January 15, 2024	Issuance of IER
January 25, 2024	Comparative Assessment
January 31, 2024	Submission of Comparative Assessment Results to Appointing Authority - SDS
February 6, 2024	Issuance of Advisory for Submission of Pertinent Papers
February 13, 2024	Preparation and approval for appointment
February 15, 2024	Submission to CSC
February 19, 2024	Attestation of Appointment





Republic of the Philippines

# Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.3 to DM No. 10, s.2024

## List of District/School Heads with vacancies

### PSDS / PICD

CLUSTER I	NAME
POLANCO I	CRISOSTOMO, JOSEPHINE P.
POLANCO II	PIAMONTE, CARINA C.
PIÑAN	GALLO, ANTONINA
SIBUTAD	MAGTUBA, REYNALDO
SERGIO OSMEÑA	ADAVAN, ELVIS C.
<b>CLUSTER II</b>	
KATIPUNAN I	FERAS, CELSA J.
ROXAS I	ACEDO, ANTONIO T.
MANUKAN I	TABAMO, MERILYN L.
MANUKAN II	ELCAMEL, MARLOU P.
<b>CLUSTER III</b>	
SINDANGAN CENTRAL	IMPERIAL, MA. THERESA M.
SINDANGAN NORTH	
SINDANGAN SOUTH	VALERA, ROSEMINDA B.
SIAYAN	DE GRACIA, MIELA
<b>CLUSTER IV</b>	
LILOY I	MURRO, ROSELLER I.
LILOY II	REFUGIO, EDDIE E.
SALUG II	EVANGELISTA, ELDA L.
<b>CLUSTER V</b>	
GUTALAC I	OIDI, JULIA R.
TAMPILISAN	LOMARDA, SIMLO A.
LABASON	ACEDO, MARY JEAN P.
<b>CLUSTER VI</b>	
SIOCON	TOMBOC, ARACELI C.
SIBUCO	SUMACAY, MAJEL M.







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

Enclosure No.4 to DM No. 10, s.2024

**CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER II and III, RELATED-TEACHING and HIRING AND PROMOTION of NONTEACHING POSITIONS**  
 (Reference: DO 66, s. 2007)

Name of Applicant: \_\_\_\_\_  
 DUAN No: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_ Office (where the vacancy exists): \_\_\_\_\_  
 Division Memo No.: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

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
I. Omnibus Certification <ul style="list-style-type: none"> <li>Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act;</li> </ul>			
II. Letter of Intent <ul style="list-style-type: none"> <li>Letter of Intent addressed to Head of Office;</li> </ul>			
III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>			
IV. One (1) Authenticated Photocopy of valid and updated PRC License/ID and Photocopy of Certificate of Eligibility/ Report of Rating			
<b>REQUIRED DOCUMENT/S PER CRITERION</b>			
A. <b>Performance Rating</b> <ul style="list-style-type: none"> <li>Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2018-2019; 2019-2020;2020-2021)</li> </ul>			
B. <b>Experience</b> <ul style="list-style-type: none"> <li>Certificate of Employment and/or Duly Signed Service Record, whichever is/are applicable.</li> <li>Latest Approved Appointment</li> </ul>			
C. <b>Outstanding Accomplishments</b>			
a. <b>Outstanding Employee Award</b> <ul style="list-style-type: none"> <li>Certificate of Recognition/Plaque/Trophy and other MOVs of the award received.</li> </ul>			
b. <b>Innovations</b> <ul style="list-style-type: none"> <li>Report of the innovation duly approved by a DepEd Official and corroborated by at least 3 teaching/non-teaching/teaching-related personnel, whichever is applicable, stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc)</li> </ul>			
c. <b>Research and Development Projects</b> <ul style="list-style-type: none"> <li>A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>			



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<p><b>d. Publication/Authorship</b></p> <ul style="list-style-type: none"> <li>A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMSD or Division Learning Area Supervisor; or</li> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>			
<p><b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b></p> <ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>			
<p><b>D. Education</b></p> <ul style="list-style-type: none"> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>			
<p><b>E. Training, any of the following</b></p> <ul style="list-style-type: none"> <li>3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>			

**Remarks: C (Complied)** – documents meet the requirements in terms of veracity, authenticity and completeness.

**NC (Not complied)** – documents do not meet the requirements in terms of veracity, authenticity and completeness.

**AGREEMENT**

All lacking/required documents shall be submitted on or before \_\_\_\_\_. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
 Signature over Printed Name of Applicant

\_\_\_\_\_  
 Signature Over Printed Name of DSC/SSC Chair or Representative

**CERTIFICATION**

**To the Division HRMP SB:**

This is to certify that the documents of the above-named applicant for HT\_\_\_\_/SP \_\_\_\_ have been screened by this committee and have been forwarded as:

\_\_\_\_\_ COMPLETE      \_\_\_\_\_ INCOMPLETE (failed to comply on the agreed date)

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
 DSC/SSC Chairperson

Members:

Conformé: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature Over Printed Name

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

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

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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.*

