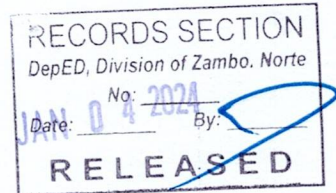




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 3, 2024

Division Memorandum
No. 12, s. 2023

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

TO: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
All concerned personnel

1. With the approval of the Comparative Assessment Result of Newly Promoted 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 January 10, 2024.
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 V
Schools Division Superintendent *[Signature]*

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
000001-2024/01032024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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

Enclosure No. 1

S/N	NAME OF PROMOTED TEACHERS <i>(thru Natural Vacancy)</i>	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Ma. Gecell F. Portrias	Special Education Teacher I	Obay ES, Polanco
2.	Glenn M. Puyod	Special Education Teacher I	Gonayen ES, Siayan
3.	Jane B. Hangcan	Special Education Teacher I	Piñan CES, Piñan
4.	Vanessa E. Paranguay	Special Education Teacher I	Lingasad ES, Polanco I
5.	Marisor J. Villareal	Special Education Teacher I	Polanco CS, Polanco I
6.	Karen Hazel R. Baroy	Special Education Teacher I	Silawe CS, Polanco II
7.	Meshel B. Gahuman	Special Education Teacher I	Rizal CS, Rizal
8.	Eva S. Acop	Special Education Teacher I	Sergio Osmeña CS, Sergio Osmeña I
9.	Ma. Michelle L. Deloraso	Special Education Teacher I	Katipunan SPED Center, Katipunan I
10.	Mylen B. Belagantol	Special Education Teacher I	Disakan ES, Manukan I
11.	Merry Doll O. Esolana	Special Education Teacher I	Linay CS, Manukan II
12.	Glizel B. Pinsoy	Special Education Teacher I	Roxas SPED Center, Roxas II
13.	Janetlyn O. Gutierrez	Special Education Teacher I	Dohinob CS, Roxas II
14.	Norlyn L. Planteras	Special Education Teacher I	Moliton ES, Roxas II
15.	Elizabeth P. Tobias	Special Education Teacher I	Buyos ES, Sindangan Central
16.	Jonathan M. Fabra	Special Education Teacher I	Mandih CS, Sindangan South
17.	Noralyn P. Bation	Special Education Teacher I	Bacungan CS, Bacungan
18.	Maylyn R. Saren	Special Education Teacher I	Gutalac SPED Center, Gutalac I
19.	Atene T. Timosa	Special Education Teacher I	La Libertad ES, Gutalac I
20.	Agnes Jade P. Moridas	Special Education Teacher I	Matunoy ES, Gutalac I



Republic of the Philippines

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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

		Teacher I	
21.	Rima T. Cadungog	Special Education Teacher I	Labason IS, Labason
22.	Shirley E. Mejos	Special Education Teacher I	Malintuboa ES, Labason
23.	Stella D. De Mejer	Special Education Teacher I	Osukan ES, Labason
24.	Mernie E. Digamon	Special Education Teacher I	Gayam ES, Liloy I
25.	Sharma Mae B. Villafuerte	Special Education Teacher I	Liloy CS, Liloy I
26.	Girlye Y. Ugmad	Special Education Teacher I	Baybay SPED Center, Liloy II
27.	Marilou F. Lubrido	Special Education Teacher I	Salug CS, Salug I
28.	Mary Mailyn S. Silva	Special Education Teacher I	Bacong CS, Salug II
29.	Susana L. Lomarda	Special Education Teacher I	Binoni ES, Salug II
30.	Gertrudes C. Balais	Special Education Teacher I	Malayal Community Center, Sibuco
31.	Maribel V. Arcilla	Special Education Teacher I	Sibuco CS, Sibuco
32.	Leonilyn T. Laban	Special Education Teacher I	Siocon CS, Siocon
33.	Julierose Q. Catipay	Special Education Teacher I	Sirawai CS, Sirawai
34.	Lilibeth B. Bayron	Special Education Teacher I	Camul ES, Tampilisan
35.	Gienyva M. Hampac	Teacher II	Roxas II
36.	Jezabeth M. Raz	Teacher I	Sianan NHS (Transfer thru swapping)
37.	Eujelyn B. Saguin	Teacher I	Bacungan NHS (Transfer thru swapping)



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

Enclosure No. 2

**LIST OF REQUIREMENTS FOR PROMOTION
(NATURAL VACANCY)**
Revised October 2023

Directions:

- Please submit documents fastened in two (2) paper folders (CSC Documents and 201 Division Documents) according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.
- Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 folder.
- Please DO NOT attach extra pages/documents that are not stated in the list.
- Forms downloadable at www.csc.gov.ph and www.depedzn.net

1st Folder: "CSC Documents"

- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC License** with attached printed verification of validity online at prc.gov.ph.
- 1 copy** Original **Oath of Office (Revised 2018)**, notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem *Open Date, if possible*.
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (*Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF*)

2nd Folder: "201 DIVISION Documents"

- 1 copy** Original Oath of Office (Revised 2018), notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem *Open Date, if possible*.
- 1 copy** Original Notarized CSC Form 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (*Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF*)
- 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at prc.gov.ph.
- 1 copy** Designation Orders, if there's any
- 1 copy** Notarized Sworn Statement of Assets and Liabilities 2022
- 1 copy** Notices of Salary Adjustments/Step Increments
- 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, Xray, Urinalysis)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if there's any)
Authenticated by the School Registrar
- 1 photocopy** Marriage Contract/Certificate
- Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Latest IPCRF (SY 2022-2023)

Note: Please read and follow the instructions carefully.

Thank you! ☺



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

Enclosure No. 2

**LIST OF REQUIREMENTS FOR TRANSFER
(JUNIOR HIGH SCHOOL ONLY)**

Revised October 2023

Directions:

- Please submit documents fastened in two (2) paper folders (CSC Documents and 201 Division Documents) according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.
- Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 folder.
- Please **DO NOT** attach extra pages/documents that are not stated in the list.
- Forms downloadable at www.csc.gov.ph and www.depedzn.net

1st Folder: "CSC Documents"

- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
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- 1 copy Original PDF (Position Description Form) Revised 2017** (Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF)

2nd Folder: "201 DIVISION Documents"

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Authenticated by the School Registrar
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Note: Please read and follow the instructions carefully.

Thank you! ☺