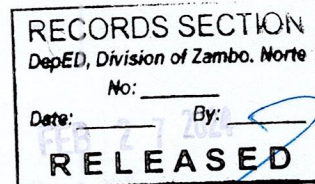




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



February 26, 2024

Division Memorandum
No. 133, s. 2024

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 (CAR) of Administrative Officer II, 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 **March 4, 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

Encl: Aps stated

PERSONNEL/ brg/ DM- SubmitPertinentPapersforAppointment
0000024-2024/ 02262024



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



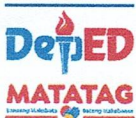
Republic of the Philippines
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

S/N	NAME	POSITION TITLE	RESIDENCE	SCHOOL/DISTRICT
1.	Mary Joy C. Partosa	Administrative Officer II	Dipolog City, ZDN	Tinigiban ES, Manukan I
2.	Me-an Lyra A. Timbal	Administrative Officer II	Siocon, ZDN	Julito L. Camatura ES, Siocon District

PERSONNEL/ brg/DM- SubmitPertinentPapersforAppointment
0000025-2024/02262024



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(NONTTEACHING 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

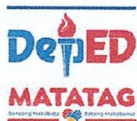
1st Folder: "CSC Documents"

- A. **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)*
- B. **1 copy** **Work Experience Sheet**
- C. **1 photocopy** **Certificate of Eligibility/PRC License**
- D. **1 copy** Original **Oath of Office (Revised 2018)**, notarized (private lawyer) or signed by HRMO/AO V
- E. **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)*
- F. **1 copy each** **Certificate of Employment**
- G. **1 copy each** **Certificate of Trainings**

2nd Folder: "201 DIVISION Documents"

- A. **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.*
- B. **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)*
- C. **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)*
- D. **1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License
- E. **1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, X-ray, Urinalysis)
- F. **1 copy** NBI Clearance
- G. **1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- H. **1 photocopy** Marriage Contract/Certificate (if married only)
- I. **1 copy** Commendations/Awards or Copies of Disciplinary Actions
- J. **1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)
- K. **1 copy** **GSIS** Filled-out Membership Form with picture
- L. **1 copy** **PAG-IBIG** Membership Form issued by PAG-IBIG.
- M. **1 copy** **PhilHealth** Membership Data Record issued by PhilHealth.
- N. **1 copy** **BIR Registration Form** reflecting TIN number received by BIR.

Note: Please read and follow the instructions carefully.
Thank you! ☺



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