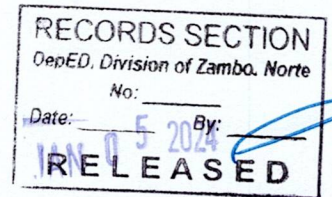




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

January 5, 2024

**Division Memorandum**

No. 16 s. 2024

**CALL FOR APPLICANTS FOR VACANT ELEMENTARY, SECONDARY TEACHING AND TEACHING RELATED POSITIONS AND LEVEL 2 NONTEACHING POSITIONS 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 level 2 School Nonteaching 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 must submit their pertinent documents for application to the **Division Office-Personnel Section on or before Wednesday, January 10, 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. The hiring and promotion process for nonteaching and school admin 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" and MEC 10 s. 1979** for Master Teacher positions. Points obtained based on the old guidelines will no longer be considered or accepted.
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** – Timeline of Activities
  - **Enclosure No. 4** – Checklist of Requirements
  - **Enclosure No. 5** – Submission of application process flow



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6. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
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 EMD, JD, CESO V**  
Schools Division Superintendent 

PSU/gdm/CallforApplicants/January 5, 2024



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

Enclosure No.1 to DM No. 16, s.2024

**LIST OF VACANCIES FOR LEVEL 2 POSITIONS**

No.	Position Title	Plantilla Item No.	Place of Assignment
<b>Elementary</b>			
1	Master Teacher II ✓	OSEC-DECSB-MTCHR2-570013-2011	Bacungan District
2	Head Teacher III ✓	OSEC-DECSB-HTEACH3-570400-1998	Baliguian District
3	Head Teacher I ✓	OSEC-DECSB-HTEACH1-570016-2017	Godod District
4	Master Teacher-II ✓	OSEC-DECSB-MTCHR2-570008-2010	Godod District
5	Master Teacher II ✓	OSEC-DECSB-MTCHR2-570010-2002	Liloy I District
6	Master Teacher I ✓	OSEC-DECSB-MTCHR1-570009-2012	Liloy I District
7	School Principal II	OSEC-DECSB-SP2-570006-2012	Rizal District
8	School Principal I	OSEC-DECSB-SP1-570181-2010	Roxas II District
9	Master Teacher I	OSEC-DECSB-MTCHR1-570115-2019	Sergio Osmeña II District
10	Head Teacher I	OSEC-DECSB-HTEACH1-570012-2018	Sibutad District
11	Master Teacher II	OSEC-DECSB-MTCHR2-570005-2012	Salug District
12	Head Teacher III	OSEC-DECSB-HTEACH3-570394-1998	Sibuco District
13	Head Teacher V	OSEC-DECSB-HTEACH5-570005-2021	Siocon District
14	Head Teacher II	OSEC-DECSB-HTEACH2-570048-2020	Tampilisan District
<b>Secondary-Junior High School</b>			
1	Master Teacher II	OSEC-DECSB-MTCHR2-570041-2007	Liloy National High School
2	Master Teacher I	OSEC-DECSB-MTCHR1-570034-2012	Dohinob NHS
3	Head Teacher II	OSEC-DECSB-HTEACH2-570045-2017	Gutalac National High School
4	Master Teacher I	OSEC-DECSB-MTCHR1-570100-2022	Gutalac National High School
5	Master Teacher I	OSEC-DECSB-MTCHR1-570075-2017	Sirawi National High School
6	Head Teacher IV	OSEC-DECSB-HTEACH4-570021-2014	Sergio Osmeña National High School
<b>Teaching Related</b>			
1	Chief Education Supervisor	OSEC-DECSB-CES-570054-2014	Division Office - ZDN
<b>Non-Teaching</b>			
1	Administrative Officer II	OSEC-DECSB-ADOF2-570024-2021	Manukan I District
2	Administrative Officer II	OSEC-DECSB-ADOF2-570262-2022	Siocon District

## CSC QUALIFICATION STANDARD

No.	Position Title	Salary/ Job/ Pay Grade	Qualification Standards			
1	Chief Education Supervisor	24	Master degree in education or other relevant masters degree	24 hours training in management and supervision	4 years relevant experience in management and supervisor	RA 1080 (Teacher)
2	School Principal II	20	Bachelor's Degree in Elementary education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)
3	School Principal I	19	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 units + 6 units of Management	40 hours of relevant training	HT for 1 year; or TIC for 2 years; MT for 2 years; Teacher for 5 years	RA 1080 (Teacher)
8	Master Teacher II	19	BEED or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher-I or 4 years as Teacher-III	PBET; Teacher
9	Master Teacher I	18	BEED or Bachelor's degree plus 18 units in Education and 18 units for a Master's Degree in Education or its equivalent	None required	3 years relevant experience	PBET; Teacher
10	Head Teacher V	18	Bachelor's Degree in Elementary Education or Bachelor's degree plus 18 professional units in Education; and Completed Academic requirements in the field of administration, supervision, leadership or management	40 hours of relevant training	HT IV for 2 years	RA 1080 (Teacher)
11	Head Teacher IV	17	BEED or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years or Master Teacher (MT) for 2 years	RA 1080 (Teacher)
12	Head Teacher III	16	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for two (2) years; or TIC for two (2) years; or Teacher of five (5) years	RA 1080 (Teacher)
13	Head Teacher II	15	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for one (1) year; or TIC for one (1) year; or Teacher for four (4) years	RA 1080 (Teacher)
14	Head Teacher I	14	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
18	Administrative Officer II	11	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ Appropriate Eligibility for Second Level Position



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

**TIMELINE OF ACTIVITIES**

DATE	ACTIVITY
January 10, 2024	Deadline of Submission of Application Documents
January 12, 2024	Orientation for All Applicants
January 15-19, 2024	Issuance of IER
January 20-26, 2024	Document Evaluation
January 29, 2024	BEI, Document Validation and Issuance of IES – MT
January 30, 2024	BEI, Document Validation and Issuance of IES – HT, SP and AO
January 31, 2024	BEI, Document Validation and Issuance of IES
February 2, 2024	Final Deliberation
February 5, 2024	Issuance, submission and approval of CAR
February 6-14, 2024	Issuance of Advisory for submission of pertinent papers
February 15-22, 2024	Preparation and approval for appointment
February 23, 2024	Submission to CSC



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Enclosure No. 4 to DM No. 14, 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>			



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<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>			
<b>c. 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>			
<b>d. Publication/Authorship</b> <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>			
<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b> <ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>			
<b>D. Education</b> <ul style="list-style-type: none"> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>			
<b>E. Training, any of the following</b> <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: \_\_\_\_\_

Applicant's Signature Over Printed Name

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

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

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 4 of DM No. 14 s. 2023

**CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS**  
 (Reference: MECS ORDER NO. 10, S. 1979 and DECS ORDER NO. 57, S. 1997)

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 ( )

*Instruction: Initial assessment of documents should be done by the Personnel Section 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
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) Photocopy of valid and updated PRC License/ID			
V. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)			
VI. Latest Service Record signed by HRMO			
VII. Duly Authenticated Copy of Transcript of Records			
VIII. Approved General School Program or SF 7			
<b>DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT</b>			
a. <i>Introduced any of the following which has been ADOPTED or USED by the school or district.</i> <ul style="list-style-type: none"> <li>Report on the use of the curriculum or instructional materials/effective teaching techniques or strategies/simplification of work/income generating project submitted to the School Head and corroborated by at least 3 teachers with attachments (lesson plans, pictures, outputs, instructional materials, etc.)</li> </ul>			



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<p><b>b. Served efficiently and effectively as subject coordinator, grade chairman for at least 1 year, or as adviser of school publication or organization for 2 years.</b></p> <ul style="list-style-type: none"> <li>Accomplishment report signed by School Principal and corroborated by at least 3 teachers of the department or grade level with the following attachments (pictures, designation/certification with inclusive dates, school paper for school publication adviser)</li> </ul>			
<p><b>c. Served as chairman of a special committee* such as curriculum study committee, committee to prepare instructional materials, committee to prepare school program**, and discharged the work efficiently.</b></p> <ul style="list-style-type: none"> <li>Report of activities as chairman of the committee signed by the School Principal and corroborated by at least three members of the committee with attachments (any applicable MOV such as sample instructional materials, etc)</li> </ul>			
<p><b>d. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare.</b></p> <ul style="list-style-type: none"> <li>A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>			
<p><b>e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. at least two years.</b></p> <ul style="list-style-type: none"> <li>Report signed by the head where said project/activity was conducted corroborated by at least three members of the agency/community/barangay with the following attachments (Certification as coordinator or member where said project/activity, program or schedule of activities, picture, etc.</li> </ul>			
<p><b>f. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: pax should be teachers or other school personnel)</b></p> <ul style="list-style-type: none"> <li>Activity/Training Completion Report submitted to the School Principal corroborated by at least 3 teachers with attachments (approved activity/training proposal, training matrix, attendance sheets of participants, pictures)</li> </ul>			
<p><b>g. Credited with meritorious award achievements such as coach of contestants who receive prizes, commendations or any form of recognition/ Athletic coach of athletes or teams who won prizes/Coordinator of Boy Scout or Girl Scout Activities.</b></p> <ul style="list-style-type: none"> <li>Certificate, plaque or any MOV reflecting the name of the teacher as trainer/coach with the name of contestant/athletes and the prize won; or</li> <li>Designation as Boy/Girl Scout Coordinator with report of BSP/GSP activity conducted at least in the school submitted to the Principal and corroborated by at least 3 teachers.</li> </ul>			
<p><b>h. 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 LRMS 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>			



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 REGION IX

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

<b>IX. DEMONSTRATION TEACHING</b> <ul style="list-style-type: none"> <li>• Certificate of Recognition as Demo Teacher with other MOVs (Lesson Plan utilized in the demonstration teaching, learners' outputs, pictures during the demo, attendance sheets, etc)</li> </ul>			
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**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 \_\_\_\_\_, 2022.

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

\_\_\_\_\_  
 Signature Over Printed Name of DSC/SSC

\_\_\_\_\_  
 Chair or Representative

**CERTIFICATION**

**To the Division HRMPSE:**

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: \_\_\_\_\_  
 Applicant's Signature Over Printed Name

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

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.



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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





Republic of the Philippines  
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Enclosure No. 5 to DM No. 14, s.2024

**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 Personnel Section, this division.