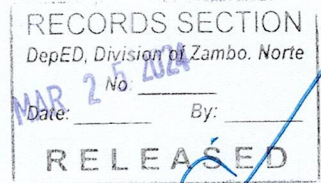




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

March 22, 2024

Division Memorandum  
No. 192, 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 newly hired and transferred 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 **April 1, 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](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://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  
000031-2024/03252024



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



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**Enclosure No. 1**

S/N	Name of Appointee	Position Title	Residence	School/District
1.	Bending S. Ontong	Teacher I	Sirawai, ZDN	Sirawai NHS

S/N	Name of Appointee	Position Title	School/District
<b>Transferees thru swapping agreement</b>			
1.	Kirk C. Cornelio	Administrative Officer II	Liloy NHS
2.	Von Bryan B. Bacang	Administrative Officer II	De La Paz ES clustering Canaan ES, Liloy II District

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
0000031-2024/03252024



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**Enclosure No. 2**

**LIST OF REQUIREMENTS FOR TRANSFER FROM OTHER DIVISION/AGENCY**

*Revised February 2024*

**Directions:**

- **Submit the CSC Documents fastened in a white paper folder and the 201 file Division Documents fastened and placed in a light brown expanded envelope 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 envelope.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Forms downloadable at [www.csc.gov.ph](http://www.csc.gov.ph) and [www.depedzn.net](http://www.depedzn.net)**

**“CSC Documents”** *fastened in white paper folder:*

- 1 copy** Separation Order
- 1 copy** Certificate of Last Payment
- 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](http://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)

**“201 DIVISION Documents”** *fastened and placed in a light brown Expanded Envelope:*

- 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](http://prc.gov.ph).
- 1 copy** Designation Orders, if applicable
- 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 any (Authenticated by the School Registrar)
- 1 photocopy** Marriage Contract/Certificate
- 1 copy** Certificate of Leave Balances (for transferees)
- 1 copy** Clearance from Property and Money Accountabilities (for transferees)
- 1 copy** Commendations/Awards or Copies of Disciplinary Actions
- 1 copy** Contract of Service (if applicable)
- 1 copy** Latest IPCRF (SY 2022-2023)

**Note: Please read and follow the instructions carefully.**

**Thank you! ☺**



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
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**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES  
(TEACHING ONLY)**

Revised February 2024

**Directions:**

- **Submit the CSC Documents fastened in a white paper folder and the 201 file Division Documents fastened and placed in a light brown expanded envelope, 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 envelope.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Forms downloadable at [www.csc.gov.ph](http://www.csc.gov.ph) and [www.depedzn.net](http://www.depedzn.net)**

**“CSC Documents” fastened in white paper folder:**

- 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**
- 1 copy Original Oath of Office (Revised 2018)**, notarized (private lawyer) or signed by HRMO/AO V
- 1 copy Original PDF (Position Description Form) Revised 2017** *(Note: PDF will be issued by the appointment staff and appointee will only sign the pg 2 of PDF)*
- 1 photocopy TESDA National Certificate II** *(If Teacher II Senior High-TVL Track newly hired only)*
- 1 photocopy TESDA Trainers Methodology Certificate** *(If Teacher II Senior High-TVL Track newly hired only)*

**“201 DIVISION Documents” fastened and placed in a light brown Expanded Envelope:**

- 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
- 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, X-ray, Urinalysis)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- 1 photocopy** Marriage Contract/Certificate (if married only)
- 1 copy** Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)
- 1 copy** **GSIS** Filled-out Membership Form with picture
- 1 copy** **PAG-IBIG** Membership Form issued by PAG-IBIG.
- 1 copy** **PhilHealth** Membership Data Record issued by PhilHealth.
- 1 copy** **BIR Registration Form** reflecting TIN number received by BIR or generated online.

**Note: Please read and follow the instructions carefully.**

**Thank you! ☺**



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