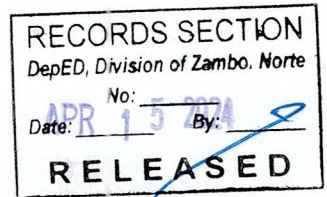




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

April 15, 2024

Division Memorandum

No. 229, s. 2024

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT FOR APPROVED
PLANTILLA ALLOCATION LIST (PAL)**

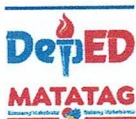
TO: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
All concerned personnel

1. With the approval of the Plantilla Allocation List (PAL) due to ERF and reclassification of item in junior high and senior high school, 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 26, 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-PAL/Reclass
00002-2024/ 04152024



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

S/N	ITEM NUMBER	POSITION	NAME OF APPOINTEE	SCHOOL
Elementary				
1	OSEC-DECSB-SPET1-570001-2024	SPECIAL EDUCATION TEACHER I	LOPEZ, MELVA AYING	Sirawai CS - SIRAWAI
2	OSEC-DECSB-SPET1-570003-2024	SPECIAL EDUCATION TEACHER I	PAGADOR, RHYDELL BERI	Buyos ES - SINDANGAN CENTRAL
3	OSEC-DECSB-TCH3-570121-2024	TEACHER III	BERCASIO, ALMALYN CANERO	Binawing ES - SIBUCO
4	OSEC-DECSB-TCH3-570122-2024	TEACHER III	PACUAL, MARILUO FRANCO	Mamawan ES - BALIGUIAN
5	OSEC-DECSB-TCH3-570123-2024	TEACHER III	BUCO, AILYN MELANO	Biwa ES - BACUNGAN (LEON POSTIGO)
6	OSEC-DECSB-TCH3-570124-2024	TEACHER III	ALBOLARIO. NOVA LUMPAPAC	Binawing ES - SIBUCO
7	OSEC-DECSB-TCH3-570125-2024	TEACHER III	LAGBAS, MELANIE BIONG	Binawing ES - SIBUCO
8	OSEC-DECSB-TCH3-570126-2024	TEACHER III	VILLARMINO, LAARNI YOSORES	Delusom ES - BACUNGAN (LEON POSTIGO)
9	OSEC-DECSB-TCH3-570127-2024	TEACHER III	PARTOSE, AIMEE EUCOGCO	Tague ES - SIAAYA,
10	OSEC-DECSB-TCH3-570128-2024	TEACHER III	CLARABAL, MARRIANE JOY PECORE	Libertad ES - LILOY II
11	OSEC-DECSB-TCH3-570129-2024	TEACHER III	MERCADO, MARY CHRIS CREDO	Pitawe Integrated School - GUTALAC II
12	OSEC-DECSB-TCH3-570130-2024	TEACHER III	DE LOS REYES, MAE CABANELEZ	San Roque ES - GUTALAC I
13	OSEC-DECSB-TCH3-570131-2024	TEACHER III	TEMPLO, CELESTINA TULABING	Serongan ES - MANUKAN I
14	OSEC-DECSB-TCH3-570132-2024	TEACHER III	DODONG, EDZAR TALLING	Anungan ES - SIBUCO
15	OSEC-DECSB-TCH3-570133-2024	TEACHER III	QUIRIONES, EURILYN MONTEFALCO	Lu Tian Po ES - SIOCON
16	OSEC-DECSB-TCH3-570134-2024	TEACHER III	PADILLA, MARILUO BATLAG	San Pedro ES - GODOD
17	OSEC-DECSB-TCH3-570135-2024	TEACHER III	TAMIN, HANISA CULAMBONG	ALS - SALUG II
18	OSEC-DECSB-TCH3-570136-2024	TEACHER III	BALUCAN, ANTONIO EGCALINOG	ALS - LILOY II
19	OSEC-DECSB-TCH3-570137-2024	TEACHER III	SOLAMO, IVORY LANNE MODIA	Malayal Community School, Sibuco
20	OSEC-DECSB-TCH3-570138-2024	TEACHER III	GODIZ, MARY ROSE CAERMARE	Liloy CS - LILOY I
21	OSEC-DECSB-TCH3-570139-2024	TEACHER III	TORRALBA, NANCY PEPITO	Ma. Ybarsabal ES - SIOCON
22	OSEC-DECSB-TCH3-570140-2024	TEACHER III	NOMO, MELDA BORLING	Labakid ES - ROXAS (MANUEL A. ROXAS)

23	OSEC-DECSB-TCH3-570141-2024	TEACHER III	DECENA, SHERLYN ESTO	Sirawai CS
24	OSEC-DECSB-TCH3-570142-2024	TEACHER III	ANTIQUINA, EVA NARIT	Pinan District
25	OSEC-DECSB-TCH3-570143-2024	TEACHER III	ALIGATO, JOVEN FERNANDEZ	Sirawai CS
26	OSEC-DECSB-TCH3-570144-2024	TEACHER III	CIMAFRANCA, MARIA NELMA CAIPANG	Dangi ES - POLANCO II
27	OSEC-DECSB-TCH3-570145-2024	TEACHER III	MAYORMITA, GLEANA RELUYA	Dangi ES - POLANCO II
28	OSEC-DECSB-TCH3-570146-2024	TEACHER III	PALMA, DONNA BALBUENA	Sindangan Pilot Demonstration School - SINDANGAN CENTRAL
29	OSEC-DECSB-TCH3-570150-2024	TEACHER III	MAG-ASO, BELEN DUTERTE	Motibot ES - SINDANGAN NORTH
30	OSEC-DECSB-TCH3-570151-2024	TEACHER III	ADJI, SHARA JAMA	Nonoyan ES - BALIGUIAN
31	OSEC-DECSB-TCH3-570238-2024	TEACHER III	FAUNILLAN, CRISMIE LANOJAN	Seriace ES - SIAYAN
32	OSEC-DECSB-TCH3-570239-2024	TEACHER III	MAIN, LIZA BANATANTO	Sayaw ES - SIAYAN
33	OSEC-DECSB-TCH3-570240-2024	TEACHER III	BULARON, EDIL MARK DESOY	Kayok ES - LILOY II
34	OSEC-DECSB-TCH3-570241-2024	TEACHER III	GOMOLON, ROMEO PALACIO	ALS - PONOT (JOES DALMAN)
35	OSEC-DECSB-TCH3-570242-2024	TEACHER III	SOTOMAYOR, MALYN CEBE	Bucana ES - SIOCON
36	OSEC-DECSB-TCH3-570243-2024	TEACHER III	RODRIGUEZ, MARIA LICZELA ROBLES	Loquilos ES - MANUKAN II
37	OSEC-DECSB-TCH3-570244-2024	TEACHER III	SARMING, CECILLE DAGA	Baybay CS - LILOY II
38	OSEC-DECSB-TCH3-570245-2024	TEACHER III	SAKKAM, MUSSAH SAKIM	
39	OSEC-DECSB-TCH3-570246-2024	TEACHER III	MATILA, CHERYL CAYACAP	Salug CS, Salug I District
40	OSEC-DECSB-TCH3-570247-2024	TEACHER III	PANTALITA, MARIBEL PALEN	Sirawai CS - SIRAWAI
41	OSEC-DECSB-TCH3-570248-2024	TEACHER III	CALUMBA, CLAUDEN OCHIA	Labason Integrated School - LABASON
42	OSEC-DECSB-TCH3-570249-2024	TEACHER III	CARBONEL, ELSA DOMINGUEZ	La ESperanza ES - RIZAL
43	OSEC-DECSB-TCH2-570040-2024	TEACHER II	TAUGIAG, JEZREEL LUMPAPAC	Binawing ES - SIBUCO
44	OSEC-DECSB-TCH2-570041-2024	TEACHER II	ZOZOBRAO, JAKE MAKILING	Lapatan ES, Labason
45	OSEC-DECSB-TCH2-570042-2024	TEACHER II	SALATAN, NAZARIO PAGADOR	Bacungan CS - BACUNGAN (LEON POSTIGO)
46	OSEC-DECSB-TCH2-570043-2024	TEACHER II	AGUILAR, MARY GRACE MANDATE	Bogabongan ES, Bacungan
47	OSEC-DECSB-TCH2-570044-2024	TEACHER II	GALLEPOSO, SHERLEY LACAYA	Labrador ES - POLANCO I

Secondary				
48	OSEC-DECSB-HTEACH3-570005-2024	HEAD TEACHER III	CUATON, ELIZABETH BALINGIT	LILY NHS - COMPRA ANNEX
49	OSEC-DECSB-HTEACH3-570006-2024	HEAD TEACHER III	COSTUYA, AIREENE GAY TEMPLADO	LILY NHS - COMPRA ANNEX
50	OSEC-DECSB-HTEACH2-570006-2024	HEAD TEACHER II	PALACIO, ADOR ORSIA	MARUPAY NHS
51	OSEC-DECSB-HTEACH2-570007-2024	HEAD TEACHER II	PADIA, RANDY ANDUS	DIONGAN NHS
52	OSEC-DECSB-HTEACH2-570008-2024	HEAD TEACHER II	GALEZA, LETECIA RECAMARA	SAN PEDRO NHS
53	OSEC-DECSB-HTEACH1-570006-2024	HEAD TEACHER I	VILLARCURA, JOAN ANGUILID	VILLARAMOS NHS - DON J. AGUIRE EXT.
54	OSEC-DECSB-HTEACH1-570008-2024	HEAD TEACHER I	PAMALISON, GLADYS EPO	MALAYAL NHS
55	OSEC-DECSB-HTEACH1-570009-2024	HEAD TEACHER I	REPOLLO, ELMA GONZALES	MUTIA NHS
56	OSEC-DECSB-HTEACH1-570010-2024	HEAD TEACHER I	EBALLES, NADYNE CALUMPANG	SIARI JOHN H. RHOEMER MEMORIAL NHS (SIARE NHS)
57	OSEC-DECSB-HTEACH1-570011-2024	HEAD TEACHER I	ALBRANDO, MARLON PAITAN	SIBUCO NHS
58	OSEC-DECSB-HTEACH1-570012-2024	HEAD TEACHER I	PIAG, SILVESTRE IBIAS	SIBUCO NHS
59	OSEC-DECSB-HTEACH1-570013-2024	HEAD TEACHER I	MAHAMOD, ELSE DIGAMON	SIBUCO NHS

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment-PAL/Reclass
00002-2024/ 04152024



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR
APPROVED PAL-due to ERF and RECLASSIFICATION OF ITEM**
Revised April 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 and www.depedzn.net**

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

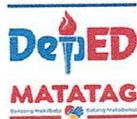
- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC License** 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*)
- 1 photocopy** Transcript of Record Undergrad and Grad School (if there's any)

“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.
- 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! ☺



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