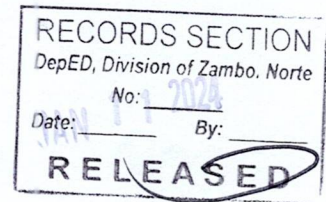




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 10, 2024

Division Memorandum
No. 22, s. 2024

CORRIGENDUM RE DIVISION MEMORANDUM NO. 16 ENTITLED CALL FOR APPLICANTS FOR VACANT ELEMENTARY, SECONDARY TEACHING AND TEACHING RELATED POSITIONS AND LEVEL 2 NONTEACHING POSITIONS IN DEPED ZAMBOANGA DEL NORTE

TO: Public Schools District Supervisor
Teaching Personnel
School Head (Elementary and Secondary)
All Others Concerned

1. With reference to the attached Division Memorandum No. 16 s. 2024, re: *Call for Applicants for Vacant Elementary, Secondary Teaching and Teaching Related Positions and Level 2 Positions in DepEd, Division of Zamboanga del Norte* dated January 5, 2024, please be informed that the list of vacant positions includes **school administration position**.
2. Also, may we invite your attention to the attached corrected Checklist of Requirements for Hiring and Promotion to Teaching, Related-Teaching, School Administration and Non-Teaching positions adhering to **Deped Order 07 S. 2023**, (*Enclosure No. 4, DM No. 16, s. 2024*).
3. For any queries and clarifications, you may call DepEd, Schools Division of Zamboanga del Norte thru 0966-157-1283 or thru online helpdesk at depedzn.net.
4. Widest dissemination of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

PS/HRMPSBSecretariat/011024



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



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REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 4 of DM No. 16 s. 2024

CHECKLIST OF REQUIREMENTS
CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO TEACHING POSITION,
RELATED-TEACHING POSITIONS, SCHOOL ADMINISTRATION POSITIONS AND NON-TEACHING
POSITIONS
DEPED ORDER 007 S. 2023 Enclosure No. (5 s. 2023)

Name of Applicant: _____
 DUAN : _____
 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 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
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.csc.gov.ph ;			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> ➤ Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment. ➤ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled. 			

Attested:

MARYLYNNE B. BAYRON

Administrative Officer IV
 Human Resource Management Officer (HRMO)



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Email: zn.division@deped.gov.ph

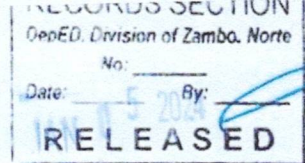
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Republic of the Philippines
Department of Education

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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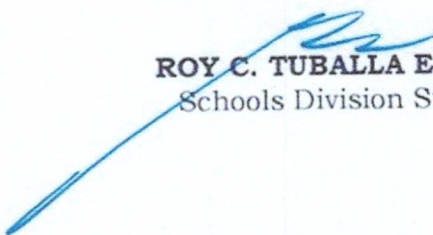

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6. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
7. This Division adheres to the Equal Employment Opportunity Principle (EEO), thus, there will be no discrimination in the selection of employees 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



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