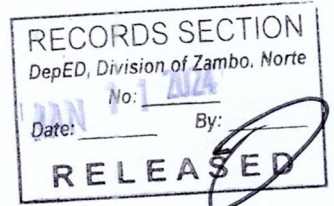




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

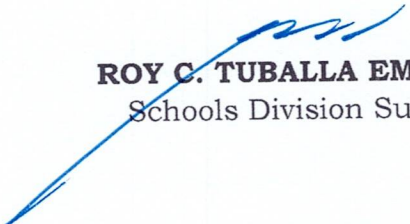
January 9, 2024

Division Memorandum  
No. 24, s. 2023

**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 of newly promoted teachers and nonteaching employees, 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 January 16, 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  
000002-2024/01092024



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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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Enclosure No. 1**

<b>S/N</b>	<b>NAME OF PROMOTED TEACHER</b> <i>(Thru Natural Vacancy)</i>	<b>POSITION TITLE</b>
1.	GEME AL P. COMECILLA	HEAD TEACHER IV
2.	MONTANO T. REQUILME, JR.	HEAD TEACHER IV
3.	HELEN Z. GADJALE	HEAD TEACHER III
4.	JUANITO D. CABANOG, JR.	HEAD TEACHER II
5.	MARILYN P. ANDATAR	HEAD TEACHER II
6.	FLORICEL A. ALCANO	HEAD TEACHER II
7.	JAOLANA T. BICA	HEAD TEACHER II
8.	JESSA MAE C. MAPULA	HEAD TEACHER II
9.	RICARDO P. DUPOL	HEAD TEACHER I
10.	OSCAR B. TURTOGO	HEAD TEACHER I
11.	BEVERLY A. PIÑERO	HEAD TEACHER I
12.	FE B. LATIGO	HEAD TEACHER I
13.	LARRY O. GUMABAO	HEAD TEACHER I
14.	ERNESTO JR. E. PACENCIA	HEAD TEACHER I
15.	TEOFANES T. INDING	HEAD TEACHER I
16.	ARTEMIO G. MAÑOSA, JR.	HEAD TEACHER I
17.	MINDA P. BACSAL	HEAD TEACHER I
18.	MICHAEL P. CADELINA	HEAD TEACHER I
19.	TARCIANO A. FEROLINO	HEAD TEACHER I
20.	JOHAYRE S. BESE	HEAD TEACHER I
21.	APOLINAR L. SORRONDA	HEAD TEACHER I
22.	VERGO A. BAGARINAO	HEAD TEACHER I
23.	VINCENT HERSEL E. MURCIA	HEAD TEACHER I
24.	JAKE M. ZOZOBRADO	HEAD TEACHER I
25.	RONE C. JEBONE	HEAD TEACHER I
26.	EMMA P. TORMIS	HEAD TEACHER I
27.	MARGIE G. CABIARA	HEAD TEACHER I
28.	DONNA PEARL V. BASILIO	HEAD TEACHER I
29.	BREEZYL S. MARFIL	HEAD TEACHER I
30.	LOURDES E. NECESARIO	HEAD TEACHER I

<b>S/N</b>	<b>NAME OF NONTEACHING</b> <i>(Thru Natural Vacancy)</i>	<b>POSITION TITLE</b>	<b>PLACE OF ASSIGNMENT</b>
1.	MARY JEAN ENARDICIDO	ADMINISTRATIVE AIDE IV	SINDANGAN NHS

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
000002-2024/01092024



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Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
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Republic of the Philippines

## Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

S/N	NAME OF PROMOTED TEACHER (Thru Natural Vacancy)	POSITION TITLE	PLACE OF ASSIGNMENT
1.	MARIVIC R. BIOLANGO	TEACHER III	MANUKAN I
2.	R. JOHN E. PORTUGUEZ	TEACHER III	SIARI JOHN H. ROEMER NHS
3.	CLYDE JERRY P. LECIAS	TEACHER III	SINDANGAN SOUTH
4.	JOCELYN P. MAYORMITA	TEACHER III	GODOD DISTRICT
5.	ENCARNACION R. RIVERA	TEACHER III	SEBACA NHS
6.	LORENA A. GADOR	TEACHER II	TAMPILISAN DISTRICT
7.	VIVIAN G. TORRINO	TEACHER II	TAMPILISAN DISTRICT
8.	GEMMA B. CARDENO	TEACHER II	GODOD DISTRICT
9.	FELIPE D. TUYAC	TEACHER II	GODOD DISTRICT
10.	MARIA FE V. EBICNER	TEACHER II	GODOD DISTRICT
11.	EUGENE M. SAEL	TEACHER II	SINDANGAN NHS

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
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Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

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Republic of the Philippines  
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REGION IX  
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Enclosure No. 2

**LIST OF REQUIREMENTS FOR PROMOTION  
(NATURAL VACANCY)**  
*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](http://www.csc.gov.ph) and [www.depedzn.net](http://www.depedzn.net)

**1<sup>st</sup> Folder: "CSC Documents"**

- 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)

**2<sup>nd</sup> Folder: "201 DIVISION Documents"**

- 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 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! ☺**



Republic of the Philippines  
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES  
(NONTEACHING 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](http://www.csc.gov.ph) and [www.depedzn.net](http://www.depedzn.net)

**1<sup>st</sup> Folder: "CSC Documents"**

- 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 shall only sign the pg 2 of PDF)
- 1 copy each Certificate of Employment** (if newly hired)
- 1 copy each Certificate of Trainings** (if newly hired or renewal of appointment)

**2<sup>nd</sup> Folder: "201 DIVISION Documents"**

- 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
- 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.

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



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FB: DepEd Tayo- Schools Division of Zamboanga del Norte