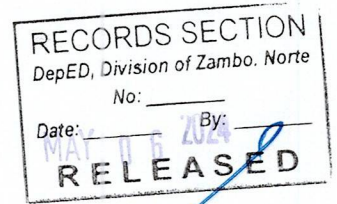




Republic of the Philippines  
**Department of Education**

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

May 6, 2024

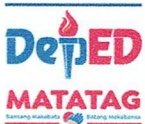
**Division Memorandum**

No. 250 s. 2024

**CALL FOR APPLICANTS FOR VACANT SCHOOL PRINCIPAL POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors  
School Heads for Elementary and Secondary Level  
Administrative Officer II  
All Others Concerned**

1. This Division invites all interested and qualified applicants for the vacant School Admin positions stipulated in Enclosure No. 1.
2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit a **sequenced and organized pertinent documents per applicable checklist in a white folder with complete tabbing. Applicants are required to secure Division Unique Application Number (Link found in Enclosure No. 4).** 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 May 16, 2024, Thursday until 5:00pm only.** Pursuant to DO 7 s 2023, 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. All qualified applicants must join the online orientation scheduled on **May 8, 2024, 9:00 AM** (Please see Enclosure No. 3).
5. The hiring and promotion process for teaching related 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"**. Points obtained based on the old guidelines will no longer be considered or accepted.
6. 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** – Submission of Application Process Flow
  - **Enclosure No. 5** – Checklist of Requirements



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



Republic of the Philippines

## Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

7. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
8. 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).
9. For information, guidance and compliance.

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

*PSU/gdm/CallforApplicantsSchoolAdminpositions/ May 6, 2024*

**Enclosure No.1 to DM No. \_\_\_\_\_, s.2024**



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Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.1 to DM No. 250, s.2024

**LIST OF VACANCIES FOR SCHOOL ADMIN POSITIONS**

Vacant Positions	Item Number	School/District Assignment	No. of Items	Vice
<b>ELEMENTARY</b>				
SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-570018-2012	MANUKAN II	1	SENARILLOS, MEDINA DADAN, retired
SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-570044-2020	GUTALAC I	1	ORCULLO, ROBERTO GUAREN, retired
SCHOOL PRINCIPAL IV	OSEC-DECSB-SP4-570009-2021	ROXAS I	1	IMPONG, PACITA BETOY, retired
<b>JUNIOR HIGH SCHOOL</b>				
SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-570007-2011	SIARI NHS (JHS)	1	PARREÑO, MARILYN DESAMERO, retired
SCHOOL PRINCIPAL IV	OSEC-DECSB-SP4-570004-2011	SALUG I (Salug NHS)	1	MALAZARTE, FERNANDO OROG, retired



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Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.2 to DM No. 250 , s.2024

**CSC QUALIFICATION STANDARD**

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>ELEMENTARY</b>					
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)
SCHOOL PRINCIPAL III	21	BEED; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher)
SCHOOL PRINCIPAL IV	22	BEED or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	3 years as Principal	RA 1080 (Teacher)



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**CSC QUALIFICATION STANDARD**

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>JUNIOR HIGH SCHOOL</b>					
SCHOOL PRINCIPAL II	20	Bachelor's Degree in Secondary 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)
SCHOOL PRINCIPAL IV	22	BSED; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	3 years as Principal	RA 1080 (Teacher)



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Enclosure No.3 to DM No. 250 , s.2024**

**TIMELINE OF ACTIVITIES**

DATE	ACTIVITY
May 6, 2024	Submission of Application Documents
May 16, 2024	Deadline for Submission of Application Documents
May 8, 2024 9:00am	Online Orientation for all interested qualified applicants (via official FB Page: DepEd Tayo - Schools Division of Zamboanga del Norte)
May 17, 2024	Issuance of IER
May 20, 2024	Comparative Assessment/ Issuance of IES/Final Deliberation
May 22, 2024	Prepare for the CAR
May 23, 2024	Submit the CAR to the Appointing Authority
May 24, 2024	Post the CAR in three (3) conspicuous places



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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Enclosure No.4 to DM No. 250 , s.2024**

**SUBMISSION OF APPLICATION PROCESS FLOW**

1. Qualified applicants are advised to follow the procedure for the submission of application documents 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. Update Personal Information
  - 1.c. Click Apply Now
  - 1.d. Select desired Position
  - 1.e. Click **Apply Now** Button
  - 1.f. Select District
  - 1.g. Select School/Office and click Continue
  - 1.h. Click Print Applicant Profile
  - 1.i. Download and Print (Attach Printout in the Application Documents)



Republic of the Philippines  
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 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 5 of DM No. 250 s. 2024

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ DUAN: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 School of the Position Applied for.: \_\_\_\_\_ 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.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			
c.Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
d.Photocopy of valid and updated PRC License/ID, if applicable			
e.Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
f.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			
g.Photocopy of Certificate /s of Training, if applicable			
h.Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i.Photocopy of latest appointment, if applicable			
j.Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> <li>➢ 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.</li> <li>➢ 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.</li> </ul>			

Attested:

\_\_\_\_\_  
 HRMO/AO II Designate

**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.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Name and Signature of Applicant

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

