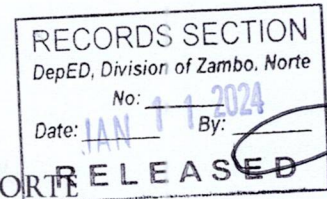




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

January 9, 2024

Division Memorandum  
No. 25, s. 2023

**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 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-PAL/Reclass  
00001-2024/ 01092023



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

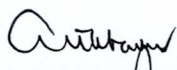
**Enclosure No. 1**

	<b>JUNIOR HIGH SCHOOL</b>			
1	QUISEL, ELONA HIBAYA	HT II	HTEACH2-570061-2023	BACUNGAN NHS
2	FERNANDEZ, JANICE ANDUS	T III	TCH3-572213-2023	BACUNGAN NHS
3	OBIDO, ADELFA PACULANANG	T III	TCH3-572214-2023	BACUNGAN NHS
4	ACASO, REINA BAUNSI	T II	TCH2-570480-2023	BACUNGAN NHS
5	ANDONG, RAYMOND TIWANAC	T III	TCH3-572215-2023	TALINGA ANNEX HS
6	GULTIANO, GULBEN BENDANO	T III	TCH3-572216-2023	TALINGA ANNEX HS
7	FLORES, JERRY BALUCOS	T III	TCH3-572442-2023	BALAKAN NHS
8	MUDJA, JOEL TOONG	T III	TCH3-572339-2023	BALIGUIAN NHS
9	TINGOT, OLGA GUMANAS	T III	TCH3-572340-2023	ALAM MUDJA SAI CHS
10	LEGADOS, JEAN ANTONIET ACOPIADO	T III	TCH3-570556-2023	DISAKAN NHS
11	LUNJAS, CHAMELYN JATICO	T III	TCH3-572341-2023	DISAKAN NHS
12	ALBORIA, SHIRLYN ABAL	T III	TCH3-572342-2023	DISAKAN NHS
13	FEROLINO, MEJEHL BARREDO	T III	TCH3-572443-2023	DISAKAN NHS
14	JATICO, GERALD SENARILLOS	T III	TCH3-572444-2023	DISAKAN NHS
15	ALCAZAR, PRITZEL JATICO	T III	TCH3-572445-2023	DISAKAN NHS
16	MATEO, JOVELYN INTO	T III	TCH3-572446-2023	DISAKAN NHS
17	LAGARE, ARVI LIWAGON	T III	TCH3-572039-2023	DOHINOBS NHS
18	VILLARINO, JUDE EARL BAGUIO	T III	TCH3-572447-2023	GODOD NHS
19	SUMAGANG, DIVINA BELONGHILOT	T III	TCH3-572449-2023	SIANAN EXT HS
20	LASTIMOSO, ESTHERLOUISE LAMODO	T III	TCH3-572450-2023	SIANAN EXT HS
21	MALOLOY ON, AIREN CORNILLA	T III	TCH3-572463-2023	SIANAN EXT HS
22	TOMIMBANG, EDNA SALMORIN	T III	TCH3-572040-2023	GUTALAC NHS
23	FEROLINO, DINDO SUSTENTO	T III	TCH3-572041-2023	GUTALAC NHS
24	DELA CRUZ, JANE CARMEL ORTIZ	T III	TCH3-572042-2023	GUTALAC NHS
25	TAMAYO, CATHERINE ORNIABO	T III	TCH3-572217-2023	GUTALAC NHS
26	COBERO, MARITES PATRIA	T III	TCH3-572542-2023	GUTALAC NHS
27	GALO, JOSHUA BULLANDAY	HT I	HTEACH1-570087-2023	KALAWIT NHS
28	RIVERO, EDYLITO EARL TAYAG	T III	TCH3-572116-2023	KALAWIT NHS
29	GUANCO, SHAINA VELES	T III	TCH3-572117-2023	KALAWIT NHS
30	RELUYA, FERRY JHANRN AGUILES	T III	TCH3-572349-2023	KALAWIT NHS
31	GALVE, JEANNY BARBANIDA	T III	TCH3-572350-2023	KALAWIT NHS
32	SOLIVIO, DARYL MARIE MAING	T III	TCH3-572351-2023	KALAWIT NHS
33	MERAS, HONEY ELLEN POTOT	T III	TCH3-572451-2023	KALAWIT NHS
34	BOLONGON, JACQUELINE SUMICAD	T III	TCH3-572452-2023	KALAWIT NHS
35	CLEOFAS, JOE MARIE ABAJAR	T III	TCH3-572453-2023	KALAWIT NHS
36	GUANZON, JANE CLEOFAS	T III	TCH3-572454-2023	KALAWIT NHS
37	TAPSIN, KAYMA SUBRADO	T III	TCH3-572455-2023	KALAWIT NHS
38	ONYONG, MERRY JIE SARONA	T III	TCH3-572456-2023	KALAWIT NHS
39	NALZARO, GLORIFEL LUZON	T III	TCH3-572457-2023	KALAWIT NHS
40	GUEVARA, RANIL LUAB	T III	TCH3-572461-2023	KALAWIT NHS
41	OGBAMEN, LANIELYN BONGCALES	T III	TCH3-572458-2023	KANIM NHS
42	RECAPENTE, DOMINGO ABUSO	T II	TCH2-570455-2023	KANIM NHS
43	DANGASE, MARK LLOYED LAPUT	T III	TCH3-572221-2023	KATIPUNAN NHS
44	TAGBAC, CLAUDIA ELMA	T III	TCH3-572222-2023	KATIPUNAN NHS
45	OLAVIDES, ROSEMARIE BARRIOS	T III	TCH3-572459-2023	KATIPUNAN NHS
46	FUNTANAR, FLORDELYN MAGALLANES	T III	TCH3-572460-2023	KATIPUNAN NHS
47	PATE, RACQUEL SARABIA	T III	TCH3-572358-2023	SITOG NHS
48	BOHOL, GERLIE MASIBOD	T III	TCH3-572343-2023	BULAWAN EXT HS
49	SAMBICO, MELMA GUMOBA	T III	TCH3-572545-2023	BULAWAN EXT HS
50	BARTONICO, ANIELOU EGUIA	T III	TCH3-572448-2023	DON TEOTIMO O. NHS
51	ANTIORTA, MARILOW LAGARE	HT I	HTEACH1-570096-2023	KIPIT-AGRO FHS
52	NAIRE, ROAYDA KIYA	T III	TCH3-572223-2023	KIPIT-AGRO FHS
53	ARSULA, ARCEL AGUILAR	T III	TCH3-572224-2023	KIPIT-AGRO FHS

54	APORADO, FREDELINE DIGAMON	T III	TCH3-572225-2023	KIPIT-AGRO FHS
55	REGENCIA, IMELDA RENDAL	T III	TCH3-572226-2023	KIPIT-AGRO FHS
56	BALAGOT, GREG CAMOK	HT I	HTEACH1-570083-2023	LIPAKAN NHS
57	LANGOMEZ, VIRGIL REFUGIO	MT I	MTCHR1-570042-2023	LILOY NHS
58	ESCUADRO, RONALYN BELHOT	T III	TCH3-571979-2023	LILOY NHS
59	MALAZARTE, FLORAMAE JAUCULAN	T III	TCH3-572228-2023	LILOY NHS
60	ROXAS, AILENE JOY TIMTIM	T III	TCH3-571986-2023	COMPRA NHS
61	NATIVIDAD, ROELYN SUGABO	T III	TCH3-572551-2023	COMPRA NHS
62	PANDALAN, ALFRED BANDING	T III	TCH3-572352-2023	MALAYAL NHS
63	ESPAÑOLA, MERIAM SUAREZ	T III	TCH3-571988-2023	MANAWAN NHS
64	ADASA, CHOLLIE CLAIRE BALLANO	T III	TCH3-572552-2023	MANAWAN NHS
65	MEJORADA, RACHEL SOLOMON	T III	TCH3-572553-2023	MANAWAN NHS
66	OROSCA, LORELYN ATAY	T III	TCH3-572554-2023	MANAWAN NHS
67	GUANTERO, CHRISTILYN MALAGUM	T III	TCH3-572555-2023	MANAWAN NHS
68	TEMPLO, MICHELLE TULABING	T III	TCH3-572233-2023	MANUKAN NHS
69	SUMAQUIAL, MECHEL ANGELY CATUBAY	T III	TCH3-572234-2023	MANUKAN NHS
70	BERMUDO, JANE ANTOPINA	T III	TCH3-572235-2023	MANUKAN NHS
71	TIU, MARIA JANINA ASTERIA ALESNA	T III	TCH3-572236-2023	MANUKAN NHS
72	TAMONDONG, ELISA ELCAMEL	T III	TCH3-572354-2023	MUTIA NHS
73	TAGBAC, CHARMAINE DE GUZMAN	T III	TCH3-572558-2023	MUTIA NHS
74	OBNIMAGA, JOSEPH HAMOY	T III	SP4-570017-2023	PIÑAN NHS
75	EBONDAS, AIDA MORENO	T III	TCH3-572462-2023	DILAWA NHS
76	COLALJO, JAMES LABADAN	HT II	HTEACH2-570077-2023	POLANCO NHS
77	TORMIS, ARNEL BERNARDO	T III	HTEACH2-570078-2023	POLANCO NHS
78	TULABING, GRACE MADRIDONDO	T III	HTEACH2-570079-2023	POLANCO NHS
79	JAICTIN, EXPEDITA SUMOGBA	T III	HTEACH2-570080-2023	POLANCO NHS
80	PALCONAYO, MARICEL RECENTES	T III	TCH3-572237-2023	POLANCO NHS
81	GUERRERO, RENATO MALADIA	T III	TCH3-572308-2023	POLANCO NHS
82	MOLMESA, FREDDIE ELUMBARING	T III	TCH3-572309-2023	POLANCO NHS
83	ISAW, MARY NENEN CHARIZ ATAYAN	T III	TCH3-572544-2023	POLANCO NHS
84	ANGGAY, KRISALIN LACAYA	T III	TCH3-572562-2023	SIANIB ANNEX HS
85	CULANCULAN, DIANNE ROSE PATANGAN	T III	TCH3-572355-2023	PONOT NHS
86	TIU, MANILYN SANDIGALA	T III	TCH3-572563-2023	PONOT NHS
87	BESARIO, JUNAH BELAGANTOL	T III	TCH3-572564-2023	PONOT NHS
88	HIBAYA, SALOME PASAGDAN	T II	TCH2-570496-2023	PONOT NHS
89	BALLADARES, RUBY LAGROMA	T III	TCH3-572238-2023	SALUG NHS
90	BOLONGON, RONALD AGOY M	T III	TCH3-572297-2023	SALUG NHS
91	HAMILI, MARICEL PUTIAN	T III	TCH3-572298-2023	SALUG NHS
92	FULLERO, RACHEL ANNE VELASQUEZ	T III	TCH3-572299-2023	SALUG NHS
93	MALOLOY-ON, JOJIE MAY GALLOGO	T II	TCH2-570481-2023	SALUG NHS
94	DIACOMA, SINDY GAHUMAN	T III	TCH3-572559-2023	SAN PEDRO NHS
95	OMBALINO, NELFA MAY MOHAMETANO	T III	TCH3-572560-2023	SAN PEDRO NHS
96	SAGARIO, SHELOURIE RUSIANA	T III	TCH3-572559-2023	SIARI JHROEMER MNHS
97	MAYOLA, VONNA MAE MALINOG	T III	TCH3-572565-2023	SIARI JHROEMER MNHS
98	MACATUAL, CIRILO AMBUS	SP III	SP3-570027-2023	SIAYAN NHS
99	SINDE, SAIVÉE GALIT	T III	TCH3-572566-2023	SIAYAN NHS
100	CAUSIN, SAIRENE SINDE	T III	TCH3-572567-2023	SIAYAN NHS
101	ABELIDAS, ROLDILYNGINE BAYAYA	T III	TCH3-572347-2023	GUNYAN NHS
102	ANIÑON, JUDITHA CAIS	T III	TCH3-572353-2023	MANGILAY NHS
103	APOYA, MYLENE DECIERDO	T III	TCH3-572556-2023	MANGILAY NHS
104	CORRO, GLENDA NALZARO	T III	TCH3-572300-2023	SIBUTAD NHS
105	ABAN, ANECITA BUTID	SP4	SP4-570019-2023	SINDANGAN NHS
106	PIALA, DOLLY MALIGRO	SPET I	SPET1-570300-2023	SINDANGAN NHS
107	REMONDE, ANALIZA AGRAVIADOR	T III	TCH3-572305-2023	SINDANGAN NHS
108	SAUCEJO, EDRA LINE NOGUERA	T III	TCH3-572304-2023	SINDANGAN NAS

109	CAMACHO, FERNAN ASANE	T III	TCH3-572568-2023	CANATUAN ANNEX HS
110	PARAS, JOCELYN ARULA	T II	TCH2-570499-2023	CANATUAN ANNEX HS
111	ARABI, NURHANA MALDIZA	T III	TCH3-572121-2023	STA. MARIA NHS
112	CABABAT, MARCIANO CHICO	SP4	SP4-570018-2023	TAMPILISAN NHS
113	BONTIGAO, MERCEDES FUENTES	HT II	HTEACH2-570082-2023	TAMPILISAN NHS
114	BALENDRES, JOEL TAJALE	HT I	HTEACH1-570086-2023	UBAY NHS
115	BALAIS, QUEENIE JANE PADAO	T III	TCH3-572306-2023	UBAY NHS
116	DIGAMON, JOHNNILL GREG SALUBRE	T III	TCH3-572307-2023	UBAY NHS
117	SOLO, RHENA RIZA SAPOTALO	T III	TCH3-572348-2023	VILLARAMOS NHS
118	TAMBOLERO, KATHRIEN DACULA	T III	TCH3-572571-2023	VILLARAMOS NHS
119	DANIEL, NOVIE DONES	T III	TCH3-572345-2023	DON JOSE AGUIRRE NHS
120	CERNA, NESTLE LACIDA	T III	TCH3-572570-2023	DON JOSE AGUIRRE NHS
121	BELOGOT, LIZA ALVAREZ	T II	TCH2-570484-2023	DON JOSE AGUIRRE NHS
122	BALENDRES, JOEL TAJALE	HT I	HTEACH1-570086-2023	UBAY NHS
123	BALAIS, QUEENIE JANE PADAO	T III	TCH3-572306-2023	UBAY NHS
124	DIGAMON, JOHNNILL GREG SALUBRE	T III	TCH3-572307-2023	UBAY NHS
125	CHARCOS, JESSAN TABASA	T III	TCH3-572346-2023	DUMALOGDOG NHS
126	BARADAS, JUNEVER PALEC	HT II	HTEACH2-570081-2023	JULIAN SORIANO CMHS
127	HINAYON, JEANGEL ARAGONES	T III	TCH3-571956-2023	JULIAN SORIANO CMHS
128	ZARANDONA, IVY TUBILAG	T III	TCH3-571957-2023	JULIAN SORIANO CMHS
129	MICUBO, MARGIE GUBANTES	T III	TCH3-571975-2023	JULIAN SORIANO CMHS
130	LIGUTOM, JUDIE MORAS	T III	TCH3-571976-2023	JULIAN SORIANO CMHS
131	YU, RHEA JOY MICUBO	T III	TCH3-572218-2023	JULIAN SORIANO CMHS
132	DALURA, DIVINA CORAZON BEBANCO	T III	TCH3-572219-2023	JULIAN SORIANO CMHS
133	SAMARANI, ALMANSAR NASARON	T III	TCH3-572220-2023	JULIAN SORIANO CMHS
134	PASINABO, ENRICO TAMBAG	T III	TCH3-572543-2023	JULIAN SORIANO CMHS
135	GOMING, JONESSA ROSE ORTIZ	T III	TCH3-571994-2023	SIAY INTEGRATED SCH
136	CAMOTA, MARY ROSE ABDON	T III	TCH3-572112-2023	SIAY INTEGRATED SCH
137	BEBANCO, LIEBCHEN VIRGO PASTURAN	T II	TCH2-570022-2023	SIAY INTEGRATED SCH
138	REINANTE, NELIEBETH CABANLIT	T III	TCH3-572557-2023	MATAM NHS
139	MAGDOLOT, RONEL CLENT LESONA	T III	TCH3-572356-2023	SAWANG NHS
140	ACAIN, ROSELYN NACION	T III	TCH3-572546-2023	PITAWA INT. SCHOOL

**Prepared and Certified Correct:**



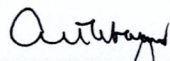
**MARYLYNNE B. BAYRON**

Administrative Officer IV/HRMO

**Enclosure No. 2**

No.	NAME	POSITION	ITEM NO.
	<b>SENIOR HIGH SCHOOL</b>		
1	ASENTISTA, BARBETTE SELIM	T III	TCH3-572033-2023
2	JUMAWAN, ELSIE MAES	T III	TCH3-572037-2023
3	TECSON, MICHELLE BASALO	T III	TCH3-572108-2023
4	HECHANOVA, RUBY JOY RABANAL	T III	TCH3-572122-2023
5	ACEDO, RIZA BUSTAMANTE	T III	TCH3-572123-2023
6	DATARO, CHEMELYN PATOC	T III	TCH3-572124-2023
7	FERNANDEZ, VICSON CIMAFRANCA	T III	TCH3-572125-2023
8	AMOR, MERASOL LAPUT	T III	TCH3-572126-2023
9	DUNQUE, REXON CATUBAY	T III	TCH3-572127-2023
10	JUMAMIL, JIMMY MONGIT	T III	TCH3-572128-2023
11	LUMANOG, JENNELYN GOMEZ	T III	TCH3-572129-2023
12	DENIEGA, REINA MARIE RABANAL	T III	TCH3-572130-2023
13	ALMOSERA, JIRVELL CARO	T III	TCH3-572131-2023
14	ORTEGA, MARGIE TOME	T III	TCH3-572132-2023
15	PONGGAN, NAOME NAMALATA	T III	TCH3-572230-2023
16	YACO, MELIZA TUMA OB	T III	TCH3-572231-2023
17	ABAO, DERMEDOMIE SILVANO	T III	TCH3-572232-2023
18	DUNQUE, RENATO JR MAYORMITA	T III	TCH3-572239-2023
19	JUNDES, EROLYN ORNOPIA	T III	TCH3-572240-2023
20	CABRERA, ROWENA BADIO	T III	TCH3-572241-2023
21	CUNANAN, JEANMARY CABILAN	T III	TCH3-572242-2023
22	CARORO, ERWIN SUMILE	T III	TCH3-572243-2023
23	VIDAD, JESSIEL FABILLAR	T III	TCH3-572244-2023
24	GALLEPOSO, CRISTINE JOY ALAT	T III	TCH3-572245-2023
25	MONTARGO, RANDY SALAGOSTE	T III	TCH3-572246-2023
26	DELA CRUZ, KARL GADWIN GONZALES	T III	TCH3-572296-2023
27	BILLONES, ROLYN REGENCIA	T III	TCH3-572301-2023
28	CAPA, SOPHIA MANJAAL	T III	TCH3-572302-2023
29	TUGOT, BEEJIE SHEEN ANIÑON	T III	TCH3-572303-2023

**Prepared and Certified Correct:**



**MARYLYNNE B. BAYRON**

Administrative Officer IV/HRMO



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR  
APPROVED PAL-due to ERF and RECLASSIFICATION OF ITEM**  
*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! ☺*