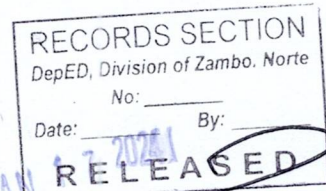




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

January 17, 2024

**Division Memorandum**

No. 39 s. 2024

**CALL FOR APPLICANTS FOR VACANT LEVEL 1 NON-TEACHING 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 1 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 Monday, January 29, 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 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.
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
6. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.




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)  
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7. 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).
8. For information, guidance and compliance.

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

PSU/gdm/CallforApplicantsforNonTeachingPositions  
/January 17, 2024



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Enclosure No.1 to DM No. 39, s.2024

**LIST OF VACANCIES FOR LEVEL 1 NONTEACHING POSITIONS**

<b>Vacant Positions</b>	<b>Item Number</b>	<b>School/District Assignment</b>	<b>No. of Items</b>
Administrative Aide VI	OSEC-DECSB-ADA6-570029-2004	Personnel-DIVISION OFFICE	1
Administrative Aide VI	OSEC-DECSB-ADA6-570081-2014	Personnel - DIVISION OFFICE	1
Administrative Aide III	OSEC-DECSB-ADA3-570043-2004	Personnel - DIVISION OFFICE	1
Administrative Assistant II	OSEC-DECSB-ADAS2-570093-2016	SIRAWAI NHS (SENIOR HIGH)	1
Administrative Aide III	OSEC-DECSB-ADA3-570050-2004	PIÑAN NHS PIÑAN DISTRICT	1
Senior Bookkeeper	SRBK-570003-2007	IMPLEMENTING UNIT-SIOCON NHS	1
Administrative Assistant II	OSEC-DECSB-ADAS2-570096-2017	SIBUTAD DISTRICT	1



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Administrative Assistant III	OSEC-DECSB-ADAS3-570083-2017	SERGIO OSMEÑA II	1
Administrative Assistant III	OSEC-DECSB-ADAS3-570108-2017	SIOCON CS	1
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570070-2014	BALIGUIAN DISTRICT	1



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Enclosure No.2 to DM No. 391, s.2024

**CSC QUALIFICATION STANDARD**

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Aide III	3	Completion of two years in college	None Required	None Required	Career Service Sub Professional/First Level Eligibility
Administrative Aide VI	6	Completion of two years studies in college	None Required	None Required	Career Service Sub Professional/First Level Eligibility
Administrative Assistant II	9	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub Professional/First Level Eligibility
Administrative Assistant III	9	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub Professional/First Level Eligibility
Senior Bookkeeper	9	Completion of 2 years studies in college including or supplemented with 12 units in accounting	4 hours relevant training	1 year relevant experience	Career Service Sub Professional/First Level Eligibility



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Enclosure No.3 to DM No. 39, s.2024

**TIMELINE OF ACTIVITIES**

<b>DATE</b>	<b>ACTIVITY</b>
January 29, 2024	Deadline for Submission of Application Documents
February 5-9, 2024	Issuance of IER
February 12-16, 2024	Document Evaluation
February 16, 2024	Skills Test
February 19, 2024	BEI and Document Validation
February 20, 2024	Final Deliberation
February 22, 2024	Issuance, Submission and Approval Of CAR



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Enclosure No.4 to DM No. 39, s.2024

**CHECKLIST OF REQUIREMENTS**

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NONTEACHING 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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
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"> <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:

**MARYLYNNE B. BAYRON**

Administrative Officer IV  
 Human Resource Management Officer (HRMO)



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

## 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.

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

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

\_\_\_\_\_  
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) (w)here 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.*







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Enclosure No.5 to DM No. 39, s.2024

### **Submission of Application Process Flow**

1. Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through **depedzn.net** or **depedzn.net/application**.
2. Click the **New Application** tab and select the desired job position by clicking the **Apply Now** tab.
3. Print out the initial registration form by clicking **View Application>Print Applicant Profile** tabs and attach as top sheet of the application documents.
4. Submit your application to the Personnel Section, this division.



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