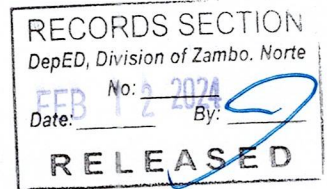




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

February 1, 2024

Division Memorandum
No. 90, s. 2024

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 Hired Administrative Officer II, 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 February 19, 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, or thru the online helpdesk at 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
000001-2024/01032024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
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Republic of the Philippines
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

S/N	DISTRICT	SCHOOL	NAME	RESIDENTIAL ADDRESS
1	RIZAL	New Dapitan	SECOYA, JOHN CRIS VILLADA	PUROK 1 BACUYONG PINAN ZAMBOANGA DEL NORTE
2	SERGIO OSMENA II	Princesa Freshia ES	ACOP, RODIEL COLOT	PRK. AFRICAN DAISY, ANASTACIO,POLANCO
3	SERGIO OSMENA II	Bagumbayan ES	TABULOC, NORIANIE CAINCAY	SAN ISIDRO SERGIO OSMENA, ZAMBONGA DEL NORTE
4	KATIPUNAN I	Gulapa ES	DURAN, ESTHER GRACE SUMITON	BRGY. SAN VICENTE , KATIPUNAN, ZAMBOANGA DEL NORTE
5	ROXAS II	Tapesa ES	YBANEZ, MESSY GAY SAILE	LANGATIAN, ROXAS ZN
6	ROXAS II	Balubohan ES	TABAÑERA, MECHIE JAMOROL	DOHINO, PRES. M.A. ROXAS, ZAMBOANGA DEL NORTE
7	MANUKAN I	Patagan ES	REDERA, FATIMA ROSE ESOLANA	EAST POBLACION, MANUKAN,ZAMBOANGA DEL NORTE
8	PONOT(Jose Dalman)	Diongan ES	RECOSSA, GRECIL JANE FLORES	SIPAROK, JOSE DALMAN, ZAMBOANGA DEL NORTE
9	PONOT(Jose Dalman)	Lopero ES	MANGODA, JOAN ASENIERO	POBLACION JOSE DALMAN ZAMBOANGA DEL NORTE
10	PONOT(Jose Dalman)	Bitoon ES	RADA, MICHAEL TIONG	BITOON JOSE DALMAN, ZAMBOANGA DEL NORTE
11	PONOT(Jose Dalman)	Lumaping ES	DALMAN, JADE VAN CLEO LAPUT	CLARC 1, MAILIG, POBLACION, JOSE DALMAN, ZAMBOANGA DEL NORTE
12	PONOT(Jose Dalman)	Majesubajo ES	SAGARIO, CHERRYL DONGCOY	PUROK 2, TABON, JOSE DALMAN, ZAMBOANGA DE NORTE
13	Siayan	Balonokan ES	DUMAM-AG, MARJORIE BAHONSUA	GUNYAN, SIAYAN, ZAMBOANGA DEL NORTE
14	Siayan	Bulanao ES	GARRIDO, DIVINE RHEA CAERMARE	SECTOR.1 DISUD, SINDANGAN ZAMBOANGA DEL NORTE



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15	Siayan	Datagan ES	ASARAJI, JIRAH VEIL AMPIL	POBLACION ,SIAYAN, ZAMBOANGA DEL NORTE
16	Siayan	Domogok ES	PATLINGRAO, CELESTE MAE JUMALON	DAPAON, SINDANGAN, ZN
17	Siayan	Guigang ES	PAGHUBASAN, SHECKA PEARL MOLAS	LA ROCHE, SINDANGAN, ZAMBOANGA DEL NORTE
18	Siayan	Pange ES	OGUIS, ROMER SUMINGUID	DAGAO, POBLACION, SIAYAN, ZAMBOANGA DEL NORTE
19	Siayan	Guibo ES	DELIMA, MELNEROSE GENERALAO	GUNYAN, SIAYAN ZAMBOANGA DEL NORTE
20	Siayan	Mangilay II,	VELASQUEZ, MERRE JYN G.	MANGILAY, SIAYAN, ZAMBOANGA DEL NORTE
21	SINDANGAN SOUTH	Bartolome Lira Ext. Siasin	BASILIO, JAY EMM QUILIOPE	J TEANO STREET, SECTOR 7, BARANGAY LA ROCHE, SINDANGAN, ZAMBOANGA DEL NORTE
22	SINDANGAN SOUTH	Dipodog ES	TORRES, ERLAN MONICA IGOT	PADRE GOMEZ STREET, GOLEO, SINDANGAN, ZAMBOANGA DEL NORTE
23	BACUNGAN (Leon Positgo)	Biwa ES	CATRE, ROGELIO JR YBAÑEZ	POBLACION, LEON B. POSTIGO, ZAMBOANGA DEL NORTE
24	BACUNGAN (Leon Positgo)	Tinuyop NHS	JARANAY, LALAIN MAE CASTILLON	POBLACION, LEON B. POSTIGO, ZAMBOANGA DEL NORTE
25	SALUG I	Kalucap ES	DUPOL, NORAMAE PERIGO	TAMBALANG, SALUG, ZAMBOANGA DEL NORTE
26	SALUG II	Fitama ES	TORDILLO, MARK URLAND BENDEJO	PUROK 2, BARANGAY BACONG, SALUG ZAMBOANGA DEL NORTE
27	Godod	Mauswagon ES	PATOC, FEBE GRACE PANALE	POBLACION GODOD ZAMBOANGA DEL NORTE
28	Godod	Banuangan Elementary School	PEÑERAS, JANE ANTHONETTE PORFERIO	PUROK 1, BUNAWAN, GODOD, ZAMBOANGA DEL NORTE
29	Godod	Lomogom ES	TUYAC, ROSELYN ANGCATAN	BUNAWAN GODOD ZAMBOANGA DEL NORTE



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30	Godod	Miampic ES	ANTECAMARA, JEVELYN LAGUMBAY	MIAMPIC, GODOD, ZAMBOANGA DEL NORTE
31	Godod	Rambon ES	BALANAY, CHRISTINE HOPE KILAT	POBLACION GODOD ZAMBOANGA DEL NORTE
32	Godod	Sioran ES	LAPUT, JUNILYN DUPOL	PUROK 2, BARANGAY DIPOPOR, GODOD, ZAMBOANGA DEL NORTE
33	Godod	Galos ES	MARTINEZ, JOJARRA BALLADARES	SIANAN, GODOD, ZAMBOANGA DEL NORTE
34	Godod	Makinaryas ES	SA-A, BHERLAN IGLORIA	BUNAWAN, GODOD, ZAMBOANGA DEL NORTE
35	Godod	Raba National High School	MAGAYAO, EMELY OKSOK	LIMBONGA, GODOD, ZAMBOANGA DEL NORTE
36	Godod	Raba ES	MATUGAS, JOVELYN TAGULOB	RABA, GODOD, ZAMBOANGA DEL NORTE
37	Liloy II	Candelaria ES	DOMOGHO, JEFFREY CABOVERDE	PATAWAG LILOY ZAMBOANGA DEL NORTE
38	Liloy II	Mauswagon ES	GULLE, MAY ANN PLAZOS	VILLA C. SUDIACAL, LILOY, ZAMBOANGA DEL NORTE
39	Labason	Immaculada Integrated School	BONGCAWIL, RE-ANN REBUSQUILLO	BOBONGAN, LABASON, ZAMBOANGA DEL NORTE
40	Labason	Sibulan Paaralan Ng Buhay ES	VELASQUEZ, ROI LOUISSA CUEVAS	OSUKAN, LABASON, ZAMBOANGA DEL NORTE
41	Gutalac I	Datagan ES	BELARMINO, JELMA ROSE OPIMA	MATUNOY, GUTALAC, ZAMBOANGA DEL NORTE
42	Gutalac I	San Juan ES	TIMTIM, RIZA SOLARTE	LUX, GUTALAC, ZAMBOANGA DEL NORTE, PHILIPPINES
43	Gutalac I	San Vicente ES	SAYRE, GENEVIEVE TEJADA	SAN VICENTE, GUTALAC, ZAMBOANGA DEL NORTE
44	Gutalac I	Sibalic Elementary School	GERBOLINGO, NIEVES SAMUYAG	PITOGO, GUTALAC, ZAMBOANGA DEL NORTE
45	Gutalac I	Matunoy ES	AMORA, MARIA EVA BLANCA DELA CRUZ	LOWER LUX, GUTALAC ZAMBOANGA DEL NORTE



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46	Gutalac I	Pitogo ES	FUERTES, RANDY ALVAREZ	POBLACION GUTALAC, ZAMBOANGA DEL NORTE
47	Gutalac I	Gutalac NHS Ext. - San Juan	MELLIZAS, MELINDA TIMOL	COCOB, GUTALAC, ZAMBOANGA DEL NORTE
48	Gutalac I	Gutalac NHS- Panganuran Ext.	ANTE, HARLEY DUMANDAN	PANGANURAN, GUTALAC, ZAMBOANGA DEL NORTE
49	Gutalac I	San Roque ES	ONDAP, RICO RODRIGUEZ	LOWER LUX, GUTALAC ZAMBOANGA DEL NORTE
50	Gutalac II	Bacong ES	BAHIAN, RETCHELAN SOLO	BACONG, GUTALAC ZAMBOANGA DEL NORTE
51	Gutalac II	Bagong Silang ES	MONTES, RUTH LIGASPE	PUROK 5, UPPER GUTALAC, GUTALAC ZAMBOANGA DEL NORTE
52	Gutalac II	Canupong ES	MERCADO, IAN REY CALASANG	POBLACION, GUTALAC, ZAMBOANGA DEL NORTE
53	Gutalac II	Gacsod Elementary School	LADEZA, YOLANIE POLINAR	PUROK 5, POBLACION, GUTALAC, ZAMBOANGA DEL NORTE
54	Gutalac II	Immaculada Concepcion ES	MIRAVELES, ALDRIEN POLINAR	SALVADOR, GUTALAC, ZAMBOANGA DEL NORTE
55	Gutalac II	Bayanihan ES	GALEA, MA. KATTRIN SALMORIN	LOAY GUTALAC ZAMBOANGA DEL NORTE
56	Gutalac II	Pitawe IS	NERI, DARLYN EGCALINOS	BUENAVISTA GUTALAC ZAMBOANGA DEL NORTE
57	Gutalac II	New Dapitan ES	AGEAS, JESSA VELARDE	SAS, GUTALAC, ZAMBOANGA DEL NORTE
58	Gutalac II	Gutalac NHS Mamawan - Annex	DINAPO, SHERLYN CAGURIN	LA LIBERTAD, GUTALAC, ZAMBOANGA DEL NORTE
59	Gutalac II	Gutalac NHS Ext. - Tipan	MAGTAGAD, LANI JANE N/A	TIPAN GUTALAC ZAMBOANGA DEL NORTE
60	Gutalac II	MAP ES	SAI, ANA MARIE GUINDOL	CANUPONG, GUTALAC ZAMBOANGA DEL NORTE
61	KALAWIT	Botong Elementary School	PEDI, ARCELIA MOTONG	SAN JOSE, KALAWIT, ZAMBOANGA DEL NORTE
62	KALAWIT	Palalihan ES	CAPUYAN, RUSSELL MASUELA	DANIEL MAING, KALAWIT, ZAMBOANGA DEL NORTE



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63	KALAWIT	Concepcion ES	BALILI, CECIL GABUTAN	P. 3 CONCEPCION KALAWIT ZAMBOANGA DEL NORTE
64	KALAWIT	Fatima ES	MANAYON, CHONA MARIÑAS	FATIMA, KALAWIT, ZAMBOANGA DEL NORTE
65	KALAWIT	Marcelo ES	PULGO, MERALYN DAYAGANON	PUROK 1, NEW CALAMBA, KALAWIT, ZAMBOANGA DEL NORTE
66	KALAWIT	New Calamba ES	COGTAS, DIVINE GRACE COGTAS	DANIEL MAING, KALAWIT ZAMBOANGA DEL NORTE
67	KALAWIT	San Jose ES	MOLAVIZAR, WENNA SHANE PAROCHILIN	BATAYAN, KALAWIT, ZAMBOANGA DEL NORTE
68	KALAWIT	Kalawit NHS Annex - Pianon	ELDIAN, WENJEL PAJO	BERNESAN, PIANON KALAWIT ZAMBOANGA DEL NORTE
69	KALAWIT	Gatas NHS	ALIPAN, REDFORD BALAKI	DANIEL MAING KALAWIT ZAMBOANGA DEL NORTE
70	TAMPILISAN	Tampilisan District	LAGMAY, GRACE ALVAREZ	MALILA-T, TAMPILISAN, ZAMBOANGA DEL NORTE
71	TAMPILISAN	Cabong ES	BARACOL, CHERLON YORONG	PUROK SANTAN, SITUBO, TAMPILISAN, ZAMBOANGA DEL NORTE
72	TAMPILISAN	Farmington ES	TUMPAG, KAREN JOY ARCOBA	ZNAC TAMPILISAN ZAMBOANGA DEL NORTE
73	TAMPILISAN	Tininggaan ES	SAPLAN, JELYN MALAZARTE	PUROK VERBINA, POBLACION, TAMPILISAN, ZAMBOANGA DEL NORTE
74	BALIGUIAN	Mamawan ES	GUMBAHALI, DELIA GUMANDA	MAMAWAN BALIGUIAN ZAMBOANGA DEL NORTE
75	BALIGUIAN	Milidan ES	LADJIM, AMSINA MAMATOL	NONOYAN BALIGUIAN ZAMBOANGA DEL NORTE
76	BALIGUIAN	Nonoyan ES	MONTINA, ANA RITA MABOLO	POBLACION BALIGUIAN ZAMBIANGA DEL NORTE
77	BALIGUIAN	Linay ES	CACHIN, JADE TONGAYAO	MILIDAN, BALIGUIAN, ZAMBOANGA DEL NORTE
78	BALIGUIAN	Mamad ES	MUDJA, KIMBERLY SANDAGAN	MAMAD, BALIGUIAN ZAMBOANGA DEL NORTE
79	BALIGUIAN	San Jose ES	RADAN, MERRY ROSE	UPPER KAUSWAGAN BALIGUIAN ZAMBOANGA DEL NORTE



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 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

			ANDO	
80	BALIGUIAN	Tamao ES	JULIO, DESIREE RHYNE-MARIE OMIPING	POBLACION, BALIGUIAN, ZAMBOANGA DEL NORTE
81	BALIGUIAN	Butin ES	LADJIM, KIM MAMATOL	NONOYAN BALIGUIAN ZAMBOANGA DEL NORTE
82	BALIGUIAN	Alam Mudja Sai NHS	TIMBULIGUE, EDMAR BANGA	POBLACION BALIGUIAN ZAMBOANGA DEL NORTE
83	SIBUCO	Anungan ES	SIMON, MONSI LANDASAN	ANONGAN SIBUCO ZAMBOANGA DEL NORTE
84	SIBUCO	Cawit-Cawit Elementary School	TOREJAS, CHRISTALYN PALIS	STO. NIÑO, SIBUCO, ZAMBOANGA DEL NORTE
85	SIBUCO	Camp Ofelia Elementary School	PATINGKA, CRISTINA ORTEGA	BINAWING, LINTANGAN, SIBUCO ZAMBOANGA DEL NORTE
86	SIBUCO	Guimba Parang ES	MUNDING, WAHLEED LALIYAH	POBLACION, SIBUCO ZAMBOANGA DEL NORTE
87	SIBUCO	Lantawan ES	MANAMAT, PATNA PASCUA	POBLACION SIBUCO ZAMBOANGA DEL NORTE
88	SIBUCO	Lipuno ES	TAUPAN, MICHELLE DAMMANG	POBLACION, SIBUCO ZAMBOANGA DEL NORTE
89	SIBUCO	Lipuno ES Annex - Limpapa	MAMANG, HABIBI BIN HAIBIN SARIOL	POBLACION SIBUCO ZAMBOANGA DEL NORTE
90	SIBUCO	Pangian ES	NAING, NORMINA ABDULHAMAN	JATIAN, SIBUCO ZAMBOANGA DEL NORTE
91	SIBUCO	Binawing ES	OSAMA, MISTEKA RONDON	JATIAN, SIBUCO ZAMBOANGA DEL NORTE
92	SIBUCO	Dumitag ES	EDDING, SAUDIA ARIP	CUSIPAN SIBUCO ZAMBOANGA DEL NORTE
93	SIBUCO	Litawan ES	TAUGIAG, JAIME JONES LUMPAPAC	LINTANGAN, SIBUCO, ZAMBOANGA DEL NORTE
94	SIBUCO	Cawit-Cawit National High School	LAWAN, SARAH MENDOZA	STO. NIÑO, SIBUCO ZAMBOANGA DEL NORTE
95	SIBUCO	Malayal Community	UNOTAN, APNALYN	KAMARANGAN, SIBUCO ZAMBOANGA DEL NORTE



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		School	ALIPARA	
96	SIOCON	Balagonan ES	BALI, DEXTER JAY MARCERA	TIBANGAO, SIOCON, ZAMBOANGA DEL NORTE
97	SIOCON	Bulacan ES	CARAGAN, RANKINE AION SELISANA	MANAOL, SIOCON, ZAMBOANGA DEL NORTE
98	SIOCON	C. Callao ES	PALEN, ARLENE CEMENE	POBLACION, SIOCON, ZAMBOANGA DEL NORTE
99	SIOCON	Tabayo ES	BRILLANTES, ELLA MARIE AGAD	J.P BRILLANTES, SIOCON, ZAMBOANGA DEL NORTE
100	SIOCON	Pedro Torio ES	LANOY, ABEGAIL ERRO	BULACAN, SIOCON, ZAMBOANGA DEL NORTE
101	SIOCON	Latabon ES	JACOB, MALYN CANONAYON	S. ARABI, SIOCON, ZAMBOANGA DEL NORTE
102	SIOCON	Malambuhangin ES	BAHANDI, BENJUDE BARING	MANAOL, SIOCON, ZAMBOANGA DEL NORTE
103	SIOCON	Mambong ES	HIKILAN, HAROLD KIM TOMARONG	POBLACION, SIOCON ZAMBOANGA DEL NORTE
104	SIOCON	Matiag ES	MENDIOLA, RACHELLE ALAM	UPPER LOGPOND, POBLACION, SIOCON, ZAMBONGA DEL NORTE
105	SIOCON	Panubigan ES	UCAB, JASON VELORIA	SAN ROQUE ST., SIAY, SIOCON ZAMBOANGA DEL NORTE
106	SIOCON	Paduan ES	DANDUH, ARMALYN ASIRI	NEW LITUBAN, SIOCON, ZAMBOANGA DEL NORTE
107	SIOCON	Kono Mais ES	ATANI, NORSIDA SALICALA	MALAMBUHANGIN, SIOCON, ZAMBOANGA DEL NORTE
108	SIOCON	Canatuan ES	LAGARE, CHARLENE LIWAGON	SIAY, SIOCON, ZAMBOANGA DEL NORTE
109	SIOCON	Siay IS (JHS) NEW ITEM	TOLENTINO, MARION KEY LAGONROY	J.P BRILLANTES, SIOCON, ZAMBOANGA DEL NORTE
110	SIRAWAI	Danganon ES	WAHAB, MONEL GANUA	PULA BATO, SIRAWAI ZAMBOANGA DEL NORTE
111	SIRAWAI	Sirawai Central School	GINSING, BINSALI	PULA BATO SIRAWAI ZAMBOANGA DEL NORTE



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

			JAMALUL	
112	SIRAWAI	Dacon Learning Center Annex - Sahara	TABOTABO, NIKA SALAS	SAN ROQUE, SIRAWAI, ZAMBOANGA DEL NORTE
113	SIRAWAI	Lambog Jubael ES	ISMAEL, REY-ZHAM GUANGCO	SIRAWAI PROPER SIRAWAI ZAMBOANGA DEL NORTE
114	SIRAWAI	Imam Jamahali Ode ES	TUBIL, DONNAH DINUROG	BRGY. GUBAN SIRAWAI ZAMBOANGA DEL NORTE
115	SIRAWAI	Sta. Maria ES	TUYAC, FREDERICK NARZABAL	PUROK MANGGA, SAN VICENTE, SIRAWAI, ZAMBOANGA DEL NORTE
116	SIRAWAI	Tibalos Elementary School	LUNGBUS, MUADZ ALAO	SAN VICENTE SIRAWAI ZAMBOANGA DEL NORTE
117	SIRAWAI	Dacon NHS (Sirawai NHS - Guban Annex)	PAWA, UMMULKHAIR INSAIL	SIRAWAI PROPER, SIRAWAI ZAMBOANGA DEL NORTE



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REGION IX
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 and www.depedzn.net

1st 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**
- 1 copy each Certificate of Trainings**

2nd 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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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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 and www.depedzn.net**

1st 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.
- 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)

2nd 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.
- 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! ☺