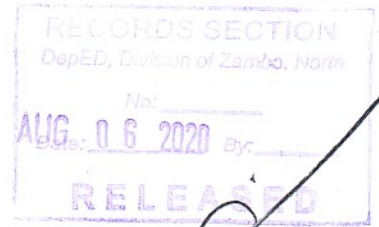




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City 7100



Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

August 4, 2020

## ADVISORY

To: Public Schools District Supervisors  
School Principals  
Head Teachers/Teacher-In-Charge (TIC)

This is to inform all concerned Public Schools District Supervisors, School Principals, Head Teachers and Teacher-In-Charge that the teachers for promotion (see attached list) must provide their appointment papers listed hereunder and submit it to the Personnel Office as soon as possible.

### REQUIREMENTS FOR PROMOTION/RENEWAL AND TRANSFER WITHIN THE DIVISION

Revised Aug. 2020

**Note: Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**

#### Label: For CSC Document

- A. **3 copies** Notarized FORM 212/Personal Data Sheet (Revised 2017)
- B. **3 copies** Work Experience Sheet
- C. **2 copies** PRC License (must be certified by è PRC)
- D. **2 copies** Notarized by Private Atty. or signed by Principal Oath of Office (revised 2017) *Open Date*
- E. **2 copies** PDF (Position Description Form) Revised 2017
- F. **1 copy** Latest Approved Appointment or Separation Order of Vice (if Natural Vacancy)

#### Label: For DIVISION Document

- A. **1 copy** Notarized FORM 212/PDS (Revised 2017)
- B. **2 copies** Transcript of Record (Authenticated by the School Registrar)
- C. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- D. **2 copies** Marriage Contract (if married woman)
- E. **1 copy** Work Experience Sheet
- F. **2 copies** PRC License (must certified by è PRC)
- D. **2 copies** Photocopy of PRC Rating
- G. **2 copies** Notarized by the private Atty. or signed by Principal Oath of Office (revised 2018) *Open Date*
- H. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2019
- I. **1 copy** Service Record
- J. **1 copy** Latest IPCRF
- K. **1 copy** Latest Approved Appointment

Note: Forms downloadable at [www.csc.gov.ph](http://www.csc.gov.ph)

*Marylynne B. Bayron*  
**MARYLYNNE B. BAYRON**  
Administrative Officer IV/ Personnel

BRG/Advisory to Submit Appointment Papers/A008-2020/08062020



*"Be and Do Much Better Each Day with a Sense of Urgency"*





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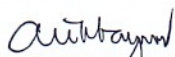
August 4, 2020

## ADVISORY

To: Public Schools District Supervisors  
School Principal/Head Teacher/Teacher-In-Charge

This is to inform all concerned Public Schools District Supervisors, School Principals, Head Teachers and Teacher-In-Charge that the following appointees listed hereunder are required to **submit their Appointment Papers for Promotion, immediately.**

NAME	SCHOOL/ DISTRICT	VICE (thru Swapping Agreement)
1. Arnold O. Galisag	Canuto NHS	Airess M. Ogabang
2. Airess M. Ogabang	Tipan NHS	Arnold O. Galisag
3. Cheryl T. Ramoga	Baliguian NHS	Fernandito T. Ordeniza, Jr.
4. Fernandito T. Ordeniza, Jr.	Alam Mudja Sai NHS	Cheryl T. Ramoga

  
**MARYLYNNE B. BAYRON**  
Administrative Officer IV/ Personnel

BRG/Advisory to Submit Appointment Papers/A008-2020/08062020



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