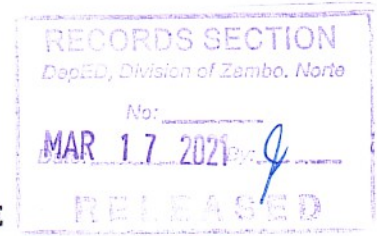




Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 97, S. 2021

To: Assistant Schools Division Superintendents
 Chief Education Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Section/Unit Heads
 All Others Concerned

From:  **MA. LIZA R. TABILON EdD, CESO V**
 Schools Division Superintendent

Subject: Addendum to Division Memorandum No. 016 S. 2020 Re: Adoption of the Official Format for Various Communications and Issuances of the Schools Division Office of Zamboanga Del Norte, As Amended

Date: March 9, 2021

1. In its effort to continually improve its processes, services and issuances to strengthen its Quality Management System, this office further amends the adopted format for communications and adds another form for Division Advisory that can be used to disseminate/announce DepEd-initiated Programs, Activities and Projects (PAPs).
2. It can be viewed that the adopted form is patterned after the advisory provided in the DepEd Manual of Style which is designed to announce PAPs from various organizations. The new form is an offshoot for the need to issue a contextualized form that helps in relaying information regarding DepEd-initiated PAPs. The purpose and intent of these forms can be distinguished in this manner:

FORMAT 1	FORMAT 2
-Designed to announce PAPs from various organizations per DepEd Order No. 8 S. 2013	-Designed to announce PAPs of the DepEd (CO, RO, and SDO)
-Its use is limited to categorized activities as enumerated under DO 8 S. 2013	-Use is unlimited as long as PAPs are sanctioned by DepEd
-Issued not for endorsement pursuant to DECS Order No. 28 S. 2001 (Prohibiting the Commercialization of the DECS Organization Through Endorsements and Accreditation of Goods and Services	-PAPs are highly endorsed; Involvement/participation is strongly encouraged; Immediate appropriate action is enjoined

N-avigating
 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
 Tel No.: (065) 212-5843
 e-mail address: zn.division@deped.gov.ph



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3. With this amendment, the creator/drafter can opt to issue an advisory to disseminate DepEd-initiated PAPs without necessarily resorting to the issuance of a memorandum. Nevertheless, the issuance of advisories must continually be regulated and in accordance with the distinction as provided.

4. Accordingly, the Internal/External Communication Control and the Communication Editors in every functional division are instructed to ensure that all communications abide by this issuance. It is also advised that advisories prepared by field personnel for the signature of SDO officials should adopt and observe the format as amended.

5. Enclosed to this memorandum is a sample draft of the new format for reference. For any query or further clarification regarding the distinction, please call telephone number: 065-2125843; cellphone number 091873573734; or write/email to:

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Online Helpdesk: depedzn.net/helpdesk
Email: zn.division@deped.gov.ph

6. Immediate dissemination of this memorandum is directed.

OSDSjlr/Addendum to DM 016 s. 2020/DM007-2021/03092021

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Division Advisory
 No. _____, s. 2021

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
 SCHOOL HEADS (ELEMENTARY AND SECONDARY)
 ALL OTHERS CONCERNED

FROM :  **MA. LIZA R. TABILON, CESO V**
 Schools Division Superintendent

SUBJECT : SIGNING OF APPOINTMENT PAPERS

DATE : MARCH 15, 2021

1. With the approval of promotion of personnel through reclassification and natural vacancy, the appointees listed hereunder are hereby advised to visit the Personnel Unit of this division to sign their appointment papers (second advisory).

NAME	POSITION	SCHOOL/ DISTRICT
1. Judy Mae A. Vicente	Teacher I	Sibuco NHS-Lunday Annex
2. Rowena M. Barcenilla	Teacher II	Salug II
3. Dolores A. Buot	Teacher III	Sindangan North
4. Narcisa R. Berjame	Teacher III	Sergio Osmeña I
5. Armando S. Elico, Sr.	Head Teacher II	Sergio Osmeña II
6. Catherine A. Mohametano	Teacher III	Sindangan Central
7. Zenaida R. Aliño	Teacher II	Katipunan I
8. Nestor R. Recososa	Head Teacher I	Ponot
9. Angelie B. Añog	Teacher I	Dinasan NHS
10. Cherry R. Juagpao	Teacher III	Gutalac NHS-Panganuran Ext.
11. Ricky N. Acain	Teacher III	Gutalac NHS-San Juan Ext.
12. Evelyn B. Maglangit	Teacher III	Polanco NHS-Isis Ext.

2. For further inquiries, all concerned may contact Mrs. Marylynne B. Bayron, Administrative Officer IV-Personnel Unit, at this number 09161086859.

3. For information and guidance.

PERSONNELrvu/Advisory to Sign Appointments/A002/03152021

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