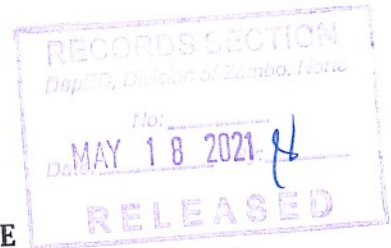


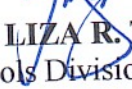


Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum:
No. 170, 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 : CALL FOR APPLICANTS FOR VACANT TEACHING AND NON-TEACHING POSITIONS IN DEPED- ZAMBOANGA DEL NORTE DIVISION

DATE : MAY 10, 2021

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the following positions:

Vacant Positions	Item Number	School/District Assignment	No. of Items	CSC Prescribed Qualification
School Principal III (Elementary)	SP3-570031-2020	DIVISION OFFICE	1	Education: BEED/Bachelor's Degree w/ 18 Prof. units plus 6 units of management; Experience: 2 Years as Principal Training: 40 hrs. Relevant Training Eligibility: RA 1080
Teacher III (Secondary)	TCH3-570349-2014	RIZAL NHS	1	Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: 1 Year Relevant Experience Training: None Required Eligibility: RA 1080
Teacher I (Elementary)	TCH1-570271-2008	SINDANGAN SOUTH I	1	Education: BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: None Required Training: None Required Eligibility: RA 1080
	TCH1-571475-2012	SOUTH SINDANGAN II	1	
	TCH1-590007-1998	LABASON	1	
	TCH1-596226-1998	SERGIO OSMEÑA I	1	
	TCH1-596308-1998	ROXAS II	1	
	TCH1-596416-1998	RIZAL	1	
Senior Bookkeeper (Secondary)	SRBK-570002-2007	MANUKAN NHS	1	Education: Completion of 2 Years College Studies; Experience: 1 Year Relevant Experience Training: 4 hrs. Relevant Training Eligibility: CS Sub Prof

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



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Administrative Assistant III	ADAS3-570150-2014	DIVISION OFFICE	1	Education: Completion of 2 Years College Studies Incl. or Supplemented w/ 12 units in Accounting Experience: 1 Year Relevant Experience Training: 4 hrs. Relevant Training Eligibility: CS Sub Prof
Administrative Assistant III (Secondary)	ADAS3-570018-2004	BACUNGAN NHS	1	Education: Completion of 2 Years College Studies Incl. or Supplemented w/ 12 units in Accounting Experience: 1 Year Relevant Experience Training: 4 hrs. Relevant Training Eligibility: CS Sub Prof
	ADAS3-570019-2004	KATIPUNAN NHS	1	
	ADAS3-570021-2004	POLANCO NHS	1	
Administrative Assistant III (Elementary)	ADAS3-570086-2014	SIAYAN DISTRICT	1	Education: Completion of 2 Years College Studies Incl. or Supplemented w/ 12 units in Accounting Experience: 1 Year Relevant Experience Training: 4 hrs. Relevant Training Eligibility: CS Sub Prof
	ADAS3-570104-2017	SIAYAN CS	1	
Administrative Assistant II (Elementary)	ADAS2-570104-2017	SIAYAN CS	1	Education: Completion of 2 Years College Studies; Experience: 1 Year Relevant Experience Training: 4 hrs. Relevant Training Eligibility: CS Sub Prof
Administrative Assistant II (Secondary)	ADAS2-570058-2018	BACUNGAN NHS	1	Education: Completion of 2 Years College Studies; Experience: 1 Year Relevant Experience Training: 4 hrs. Relevant Training Eligibility: CS Sub Prof

- All documents of interested applicants must be submitted to the respective School Selection Committee (for secondary) and District Selection Committee (for elementary) for assessment of authenticity, completeness and veracity and submit to the Division Office - Personnel Section on or before **May 31, 2021**. (See DepEd Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).
- Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 2).
- The skills test and interview will be on **June 15-18, 2021**. Applicants are required to bring original copies of documents submitted during the interview and skills test.
- This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
- For information, guidance and compliance.

PERSONNELjrab/Division Memorandum/DM0010-2021/05102021

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

Enclosure No. 1 of DM No. _____ s. 2021

CHECKLIST OF REQUIREMENTS FOR HEAD TEACHER/SCHOOL PRINCIPAL
 (Reference: DO No. 42, s. 2007)

Name of Teacher: _____ School/District: _____

Instruction: Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	C	NC
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph		
III. One (1) Authenticated PRC License		
REQUIRED DOCUMENT/S PER CRITERION		
A. Performance Rating <ul style="list-style-type: none"> • Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) 		
B. Experience <ul style="list-style-type: none"> • Latest Service Record signed by HRMO • Latest Approved Appointment 		
C. Outstanding Accomplishments		
a. Outstanding Employee Award <ul style="list-style-type: none"> • Certificate of Recognition/Plaque/Trophy and other MOVs of the award received, highest level ONLY. 		
b. Innovations <ul style="list-style-type: none"> • Report of the innovation duly approved by superior DepEd Official/s corroborated by at least 3 Department Heads/Master Teacher teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc) 		
c. Research and Development Projects <ul style="list-style-type: none"> • A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
d. Publication/Authorship <ul style="list-style-type: none"> • A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMS or Division Learning Area Supervisor; or • A copy of newspaper/magazine of wide circulation where authored article on education was published. 		

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<p><i>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</i></p> <ul style="list-style-type: none"> • Certificates (Authenticated by School Principal or PSDS), highest level ONLY 		
<p><i>D.a Education</i></p> <ul style="list-style-type: none"> • Authenticated Transcript of Records (at least MAED-CAR) 		
<p><i>D.b Training, any of the following (submit only the highest level)</i></p> <ul style="list-style-type: none"> • 3 certificates of participation in a training of at least 3 days in a district or division or region level • 1 certificate of participation in a training of at least 3 days in a national or international level • Certificate of Recognition as chair or co-chair in a technical/planning committee 		

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.
NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All incomplete documents will be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, the folder/portfolio will still be forwarded to the Schools Division Office-Personnel Section on or before the deadline of submission as stated in the memorandum.

Signed on the _____ day of _____, 2021.

 Signature over Printed Name of Applicant

 Signature Over Printed Name of DSC/SSC
 Chair or Representative

CERTIFICATION

To the HRMPSB:

This is to certify that the documents of the above-named applicant for HT ___/SP ___ have been screened by this committee and have been forwarded as :
 _____ COMPLETE _____ INCOMPLETE (failed to comply on the agreed date)

Signed on this _____ day of _____, 2021.

 DSC/SSC Chairperson

Members:

Conformé: _____
 Applicant's Signature Over Printed Name

Date: _____

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2 of DM No. _____ s. 2021

**CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER 2 and 3,
 RELATED-TEACHING and NON-TEACHING POSITIONS
 (Reference: DO 66, s. 2007)**

Name of Teacher: _____ School/District: _____

Instruction: Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	C	NC
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph		
III. One (1) Authenticated PRC License		
REQUIRED DOCUMENT/S PER CRITERION		
A. Performance Rating <ul style="list-style-type: none"> • Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) 		
B. Experience <ul style="list-style-type: none"> • Latest Service Record signed by HRMO • Latest Approved Appointment 		
C. Outstanding Accomplishments		
a. Outstanding Employee Award <ul style="list-style-type: none"> • Certificate of Recognition/Plaque/Trophy and other MOVs of the award received, highest level ONLY. 		
b. Innovations <ul style="list-style-type: none"> • Report of the innovation duly approved by a DepEd Official and corroborated by at least 3 teaching/non-teaching/teaching-related personnel, whichever is applicable, stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc) 		
c. Research and Development Projects <ul style="list-style-type: none"> • A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
d. Publication/Authorship <ul style="list-style-type: none"> • A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or • A copy of newspaper/magazine of wide circulation where authored article on education was published. 		

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<i>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</i> <ul style="list-style-type: none"> • Certificates (Authenticated by School Principal or PSDS), highest level ONLY 		
<i>D.a Education</i> <ul style="list-style-type: none"> • Authenticated Transcript of Records (at least MAED-CAR) 		
<i>D.b Training, any of the following (submit only the highest level)</i> <ul style="list-style-type: none"> • 3 certificates of participation in a training of at least 3 days in a district or division or region level • 1 certificate of participation in a training of at least 3 days in a national or international level • Certificate of Recognition as chair or co-chair in a technical/planning committee 		

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.
NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All incomplete documents will be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, the folder/portfolio will still be forwarded to the Schools Division Office-Personnel Section on or before the deadline of submission as stated in the memorandum.

Signed on the _____ day of _____, 2021.

 Signature over Printed Name of Applicant

 Signature Over Printed Name of DSC/SSC
 Chair or Representative

CERTIFICATION

To the HRMPSB:

This is to certify that the documents of the above-named applicant for T ____ have been screened by this committee and have been forwarded as :
 _____ COMPLETE _____ INCOMPLETE (failed to comply on the agreed date)

Signed on this _____ day of _____, 2021.

 DSC/SSC Chairperson

Members:

Conformé: _____
 Applicant's Signature Over Printed Name

Date: _____

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.

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Republic of the Philippines

CIVIL SERVICE COMMISSION

Regional Office No. IX

CSOFO-ZAMBOANGA DEL NORTE

Dipolog City

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

Published by the *Civil Service Commission Regional Office No. IX*

Pursuant to Section 3 of Republic Act No. 7041 and

Section 7 of the Implementing Rules Thereof

12 MAY 2021

Date of Publication

RECEIVED

CIVIL SERVICE COMMISSION
CSGO-ZAMBOANGA DEL NORTE
Dipolog City



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Request for Publication of Vacant Positions

RECORDS SECTION
Divided, Division of Zambo. Norte
No. 11
MAY 14 2021
RELEAS ED

Electronic copy to be submitted to
the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC) This is to request the publication of the following vacant positions of (DepEd ZN) in the CSC website:

MA. LIZAR TABLON EDD, CESO V
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE
DATE: 05/06/2021

No.	Position Title	Plantilla Team No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards	Training	Experience	Eligibility	Comp etenc y (if applic able)	Place of Assignment
1	ADMINISTRATIVE ASSISTANT II	ADAS2-570058-2018	8	195,384	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		BACUNGAN NHS
2	ADMINISTRATIVE ASSISTANT II	ADAS2-570104-2017	8	195,384	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		SIAYAN CS
3	ADMINISTRATIVE ASSISTANT III	ADAS3-570018-2004	9	18,784	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		BACUNGAN NHS
4	ADMINISTRATIVE ASSISTANT III	ADAS3-570019-2004	9	18,784	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		KATTIPUNAN NHS
5	ADMINISTRATIVE ASSISTANT III	ADAS3-570021-2004	9	18,784	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		POLANCO NHS
6	ADMINISTRATIVE ASSISTANT III	ADAS3-570086-2014	9	18,784	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		SIAYAN DISTRICT
7	ADMINISTRATIVE ASSISTANT III	ADAS3-570104-2017	9	18,784	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		SIAYAN CS
8	ADMINISTRATIVE ASSISTANT III	ADAS3-570150-2014	9	18,784	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		DIVISION OFFICE
9	SCHOOL PRINCIPAL III	SP3-570031-2020	21	60,901	BSED/ BACHELOR'S DEGREE W/ 18 PROF. UNITS PLUS 6 UNITS OF MANAGEMENT	40 HRS. REL. TRAINING	2 YEARS AS PRINCIPAL	RA 1080		DIVISION OFFICE
10	SENIOR BOOKKEEPER	SRBK-570002-2007	9	17,473	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		MANUKAN NHS

11	TEACHER I	TCH1-570271-2008	11	22,316	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	PBET/LET	SINDANGAN SOUTH I
12	TEACHER I	TCH1-571475-2012	11	22,316	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	PBET/LET	SOUTH SINDANGAN II
13	TEACHER I	TCH1-590007-1998	11	22,316	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	PBET/LET	LABASON
14	TEACHER I	TCH1-596226-1998	11	22,316	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	PBET/LET	SERGIO OSMENA I
15	TEACHER I	TCH1-596308-1998	11	22,316	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	PBET/LET	ROXAS II
16	TEACHER I	TCH1-596416-1998	11	22,316	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	PBET/LET	RIZAL
17	TEACHER III	TCH3-570349-2014	13	26,754	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	2 YEARS REL. EXP.	PBET/LET	RIZAL NHS

Interested and qualified applicants to include persons with disability (PWD's), persons with limited mobility (PLB), pregnant women and members of the LGBT should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. LIZA R. TABILION EDD, CESO V

SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE

CAPITOL DRIVE, ESTAKA, DIPOLOG CITY

zambonord@eddept@vahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CERTIFIED BY:

Amy M. Ormita
AMY. JERRY N. MAYORMITA
 DIRECTOR II 5/10/11