



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



Division Advisory
No. 89, 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 : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : JUNE 7, 2021

1. With the approval of the ranking sheet for natural vacancy, the appointees listed hereunder are hereby advised to submit their pertinent papers for appointment processing to the Personnel Unit of this division as soon as possible. Deadline for submission will be on Friday, June 18, 2021.

NAME	POSITION	SCHOOL/ DISTRICT
1. Charina V. Lape	T3	Sergio Osmeña NHS
2. Marites Akib	T2	Sirawai NHS
3. Mary Grace V. Ocampo	T3	Sindangan North
4. Lourdes A. Amit	T3	Sindangan NHS
5. Liza D. Fellazar	T2	Liloy II
6. Alona C. Porte	T3	Katipunan II District
7. Mirasol O. Escudro	T2	Manukan NHS
8. Renato Villejo	T2	Manukan NHS
9. Molly Ann D. Moncal	T2	Manukan NHS
10. Ma. Susan G. Panoril	T3	Katipunan I
11. Leo P. Taclap	T2	Katipunan II
12. Gemma E. Jumawan	MT1	La Libertad NHS
13. Elsa B. Cañizar	MT1	Sergio Osmeña I
14. Eliza O. Manapsal	MT1	Roxas I
15. Maricel C. Alit	MT2	Katipunan II
16. Rhealyne R. Tomales	MT2	Manukan II
17. Tony Q. Borromeo	ADAS2	Sergio Osmeña I
18. Blyzel G. Delos Nieves	ADAS2	Don Jose Aguirre NHS
19. Hazil M. Pangasian	ADA3	Maukan NHS
20. Amalia M. Montimor	T3	Sirawai NHS
21. Mark Lester B. Bañaga	T3	Salug NHS
22. Darlyn L. Maravillas	T3	Salug I
23. Delilah B. Delos Santos	T3	Gutalac II





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24. Janice P. Sumbrana	T3	Compra NHS
25. Medalia T. Arope	T3	Liloy II
26. Shela J. Galit	T3	SNAS-Senior High
27. Lucio B. Caparoso	HT1	Siayan
28. Silverio Salaveria	HT1	Roxas I
29. Alglenn L. Andus	HT3	Siayan
30. Gemma A. Cenas	HT1	Siayan
31. Archie A. Rusiana	HT1	Siayan
32. Rouel Tariga	SP2	Doña Natividad Integrated School
33. Evelyn C. Jatico	HT1	Manukan NHS
34. Allan Enao	T3	Polanco II
35. Edwin B. Badlon	SP2	Sebaca NHS
36. Algie D. Saracho	HT1	Binoni NHS
37. Siegfred F. Tagupa	HT3	Sindangan NHS
38. Maynard A. Magalso	HT1	Sindangan NHS
39. Jennyfer M. Inres	HT1	Sindangan NHS
40. Kirby James B. Escobido	HT1	Sindangan NHS
41. April Mae B. Diesmo	ADAS3	Labason
42. Kharize Bea L. Galon	ADAS2	Labason
43. Almira Nova C. Amarille	ADAS3	Godod
44. Fahdking H. Hadji	ADAS3	Salug
45. Bresta Jean R. Lugsanay	ADAS3	Kalawit
46. Airah R. Alburo	ADAS3	Sindangan South
47. Sunday Jan V. Canton	ADAS3	Bacungan
48. Catherine T. Mandih	ADAS3	Sindangan South
49. Francisco N. Tuballa	ADAS3	Siocon
50. Rochelle Ann Felizarta	ADAS2	Sirawai

2. For any query or further clarification regarding this advisory, please call telephone number: 065-2125843; or write/email to:

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

3. For information and guidance.

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointments/A005/06072021



**REQUIREMENTS FOR PROMOTION AND TRANSFER
WITHIN THE DIVISION**

Revised April 2021

Directions:

- **Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Forms downloadable at www.csc.gov.ph**

Label: For CSC Document

- 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Original Work Experience Sheet
- 2 copies** Original Authenticated PRC License (must be certified by è PRC)
- 4 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (Revised 2018)** *Open Date, if possible.*
- 2 copies** Original PDF (Position Description Form) Revised 2017
- 1 photocopy** Latest Approved Appointment or Separation Order of Vice (if Natural Vacancy)/if not NV and if Reclassification, pls disregard
- 1 photocopy** of Latest Appointment (if renewal; if not, pls disregard)

Label: DIVISION Documents

- 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Transcript of Record (Authenticated by the School Registrar)
- 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- 2 copies** Marriage Contract (if married woman)
- 1 copy** Work Experience Sheet
- 2 copies** PRC License
- 2 copies** PRC Rating
- 2 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (revised 2018)** *Open Date, if possible*
- 4 copies** Notarized Sworn Statement of Assets and Liabilities 2020
- 1 copy Latest IPCRF**
- 2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺