



Division Memorandum:

No. 232, 2022

TO

: PUBLIC SCHOOLS DISTRICT SUPERVISORS

SCHOOL HEADS (ELEMENTARY AND SECONDARY)

ALL OTHERS CONCERNED

FROM

: VIRGILIO P. BATAN, JR., CESO VI

Schools Division Superintendent

For the Schools Division Superintendent:

JUDITH V-ROMAGUERA, CESOVI

Assistant Schools Division Superintendent In-Charge of Office

SUBJECT

: CALL FOR APPLICANTS FOR VACANT TEACHING AND NON-

TEACHING POSITIONS IN DEPED ZAMBOANGA DEL NORTE

DIVISION

DATE

: JUNE 23, 2022

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 II (ELEMENTARY)	SP2- 570100- 2011 SP2- 571044- 2010	DIVISION OFFICE	2	Education: MASTER'S DECREE IN THE FIELDS OF ADMIN., SUPERVISION LEADERSHIP/MANAGEMENT PLUS L. DOCTORAL UNITS Experience: 1 Year as Principal Training: 48 HRS. REL. TRAINING Eligibility: RA 1080
MASTER TEACHER I (SECONDARY)	MTCHR1- 570026- 2002	MANUKAN NHS	1	Education: BSED W/ 18 MA units; Experience: 3 Years Relevant Experience Training:None Required Eligibility: PBET/LET





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MASTER	MTCHR1- 570056- 2013	SIAYAN DISTRICT		Education: BEED/BSED or Bachelor's Degree plus 18 prof. units in Educ. w/ appropriate major; & 18 units for Master's
TEACHER I (ELEMENTARY)	MTCHR1- 570051- 2013	GODOD I DISTRICT	2	Degree in Education; Experience: 3 Years Relevant Experience; Training: None Required; Eligibility: RA 1080
SPECIAL EDUCATION TEACHER I (ELEMENTARY)	SPET1- 570051- 2018	TAMPILISAN I	1	Education: BEED/ BSED w/ minimum of 18 units of SPED at the graduate level, Experience: 3 yrs. relevant experience; Training:16 hrs. Relevant Training Eligibility: RA 1080
SPECIAL EDUCATION TEACHER I	TCH3- 570214- 2015	GUTALAC I		
	TCH3- 572180- 1998	BACUNGAN I		Education: BEED/BSED or Bachelor's Degree w/ 18
TEACHER III (ELEMENTARY)	TCH3- 572229- 1998	THOW	5	Prof. units in Educ. major field of specialization; Experience: 2 Year
	TCH3- 572233- 1998	LILOY I		Relevant Experience Training: None Required Eligibility: RA 1080
	TCH3- 572231- 1998	LILOY II		
TEACHER II	TCH2- 570131- 2011	MANUKAN NHS	2	Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: 1 Year Relevant
(SECONDARY)	TCH2- 570023- 2020	SINDANGAN NHS	2	Experience Training: None Required Eligibility: RA 1080
TEACHER II (ELEMENTARY)	TCH2- 572067- 1998	SINDANGAN NORTH II (SAN JUAN BUGARIN CS)	8	Education: BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: 1 Year Relevant
	TCH2- 570386- 2014	MUTIA		Experience Training: None Required Eligibility: RA 1080

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	TCH2- 570006- 2005	SOUTH SINDANGAN		
	TCH2- 570323- 2013	SIBUCO II DISTRICT		
	TCH2- 570062- 2002	SINDANGAN		
	TCH2- 570072- 2012	NORTH		
	TCH2- 570092- 2019	LA LIBERTAD		
	TCH2- 570111- 2000	MANUKAN I		
TEACHER I (SECONDARY)	TCH1- 573287- 2018	MANUKAN NHS	1	Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: None Required Training: None Required Eligibility: RA 1080
TEACHER I (ELEMENTARY)	TCH1- 595618- 1998	BALIGUIAN DISTRICT	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

- 2. Teacher I and Teacher II (Senior High) positions are still subject to follow ranking in the RQA or facilitate transfer of teachers within the DepEd.
- 3. 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 <u>JULY 14, 2022</u>. (See DepEd Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).







- 4. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 3).
- 5. The skills test and interview will be on <u>AUGUST 3-5, 2022</u>. Applicants are required to bring original copies of documents submitted during the interview and skills test (Skills test and interview schedule may change without prior notice).
- 6. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
- 7. For information, guidance and compliance.









Enclosure No. 1 of DM No. _____ s. 2022

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

Name of	f Teacher:School/District:			
Item Nu	mber: Vice:			
of the a	tion: Initial assessment of documents should be done by the DSC/SSC in the applicant for the position. A photocopy of this accomplished checklist s d to the applicant.			
	BASIC REQUIREMENTS		(/) or	priate
T. O.			С	NC
	nibus Certification			
revised	ly Accomplished PDS with recent passport-sized picture (CSC Form 212 d 2017) and work experience sheet which can be downloaded a esc.gov.ph			
III. One	e (1) Authenticated PRC License			
	REQUIRED DOCUMENT/S PER CRITERION			
	formance Rating			
•	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. Exp	perience			
_	Latest Service Record signed by HRMO			
•	Latest Approved Appointment			
C. Out.	standing Accomplishments			
a. Outs	standing Employee Award			
•	Certificate of Recognition/Plaque/Trophy and other MOVs of the awar received.	d		
b. Inno	ovations			
•	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. Rese	earch and Development Projects			
•	A copy of the completed research evaluated/accepted be School/District/Division Research Committee, whichever is applicable.	у		
d. Pub	lication/Authorship			
•	A copy of the published book/with ISBN or a copy of the module/storyboo quality assured, validated and certified by the Division LRMDS or Divisio Learning Area Supervisor; or			

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Republic of the Philippines Department of Education

Region IX, Zamboanga Peninsula SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

 A copy of newspaper/maga: education was published. 	zine of wide circulation	n where authored article on	
e. Consultant/Resource Speaker in	0	1 1	
Certificates (Authenticated)	by School Principal or	PSDS	
D.a <i>Education</i>			
 Authenticated Transcript of 	Records (at least MAI	ED-CAR)	
D.bTraining, any of the following			
 3 certificates of participation is region level 	n a training of at least 3 o	lays in a district or division or	
 1 certificate of participation international level 	in a training of at le	ast 3 days in a national or	
 Certificate of Recognition as of 	chair or co-chair in a tech	nical/planning committee	
C (Complied) – documents meet the requirements in NC (Not complied) – documents do not meet the requ	terms of veracity, authenticity and tirements in terms of veracity, auth	l completeness. henticity and completeness.	
	AGREEMENT		
All lacking/required documents sha the lacking documents on the agreed date, Signed on the day of	non-compliance shall cons	re If applicant fatitute waiver/withdrawal of application.	ails to submit
Signature over Printed Name of	f Applicant	Signature Over Printed Name of D Chair or Representative	
	CERTIFICATION		
Γο the HRMPSB:			
This is to certify that the documents of committee and have been forwarded as:	f the above-named applicant for	or HT/SP have been screened by the	nis
COMPLETE	INCOMPL	ETE (failed to comply on the agreed date)	
Signed on this day of	, 2022.		
Members:	DSC/SSC Chairperson		
Conformé:		Date:	
Applicant's Signature Over Printed Name Note: If applicant fails to sign in the conformé, p be submitted with the folder of the applicant.	lease state reason, i.e. failed to		ıst

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Enclosure No. 2 of DM No. s. 2022

CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS (Reference: MECS ORDER NO. 10, S. 1979 and DECS ORDER NO. 57, S. 1997)

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. Mark a check on the appropriate column. Mark a check on the appropriate column.	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. Mark a check on the appropriate properties of the department of the applicant.	Item N	umber: Vice:		
BASIC REQUIREMENTS A. Omnibus Certification B. 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 C. One (1) Authenticated PRC License D. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) E. Latest Service Record signed by HRMO F. Duly Authenticated Copy of Transcript of Records G. Approved General School Program or SF 7 DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT a. Introduced any of the following which has been ADOPTED or USED by the school or district. Report on the use of the curriculum or instructional materials/effective teaching techniques or strategies/simplification of work/income generating project submitted to the School Head and corroborated by at least 3 teachers with attachments (lesson plans, pictures, outputs, instructional materials, etc.) b. Served efficiently and effectively as subject coordinator, grade chairman for at least 1 year, or as adviser of school publication or organization for 2 years. Accomplishment report signed by School Principal and corroborated by at least 3 teachers of the department or grade level with the following attachments (pictures, designation/errification with inclusive dates, school paper for school publication adviser) c. Served as chairman of a special committee* such as curriculum study committee, committee to prepare instructional materials, committee to prepare instructional materials, committee to prepare school program**, and discharged the work efficiently. Report of activities as chairman of the committee signed by the School Principal and corroborated by at least three members of the committee with attachments (any applicable MOV such as sample instructional materials, etc.) d. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or te	Instruct	ion: Initial assessment of documents should be done by the DSC/SSC in the presence of the applica	ent	
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welfare.	d.	Initiated or headed an educational research activity duly approved by the educational		
applicable.	•	welfare. A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.		
e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. at least two years.	e.	coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. at least two years.		
 Report signed by the head where said project/activity was conducted corroborated by at least three members of the agency/community/barangay with the following attachments (Certification as coordinator or member where said project/activity, program or schedule of activities, picture, etc. 		Report signed by the head where said project/activity was conducted corroborated by at least three members of the agency/community/barangay with the following attachments (Certification as coordinator or member where said project/activity, program or schedule of activities, picture, etc.		
f. Organized/managed an in-service activity or other similar activity at least on the school level.	f.			
(Note: pax should be teachers or other school personnel)		(Note: pax should be teachers or other school personnel)		

N-avigating $\mathbf{O}\text{-pportunities}$ to R-eengineer for T-ransformation& E-mpowerment



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Republic of the Philippines Department of Education Region IX, Zamboanga Peninsula

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

•	Activity/Training Completion Report submitted to the School Principal corroborated by at least 3 teachers with	
	attachments (approved activity/training proposal, training matrix, attendance sheets of participants, pictures)	
g.	Credited with meritorious award achievements such as coach of contestants who receive	
	prizes, commendations or any form of recognition/ Athletic coach of athletes or teams who	
	won prizes/Coordinator of Boy Scout or Girl Scout Activities.	
•	Certificate, plaque or any MOV reflecting the name of the teacher as trainer/coach with the name of contestant/athletes and the prize won; or	
•	Designation as Boy/Girl Scout Coordinator with report of BSP/GSP activity conducted at least in the school submitted to the Principal and corroborated by at least 3 teachers.	
h.	Authorship	
•	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	
0	A copy of newspaper/magazine of wide circulation where authored article on education was published.	
DEMO I	NSTRATION TEACHING	
•	Certificate of Recognition as Demo Teacher with other MOVs (Lesson Plan utilized in the demonstration teaching, learners' outputs, pictures during the demo, attendance sheets, etc)	
C (Complie	ed) – documents meet the requirements in terms of veracity, authenticity and completeness.	_

NC (Not complied) – documents do not meet the requirements	AGREEM	, , , , , , , , , , , , , , , , , , , ,
All lacking/required documents shall be submit documents on the agreed date, non-compliance shall c		e If applicant fails to submit the lacking withdrawal of application.
Signed on this day of	, 2022.	
Signature over Printed Name of Applican	t	Signature Over Printed Name of DSC/SSC Chair or Representative
CE	RTIFICATION	I
Γο the HRMPSB:		
This is to certify that the documents of the abcommittee and have been forwarded as: COMPLETE		cant for MT have been screened by this OMPLETE (failed to comply on the agreed date)
Signed on this day of	, 2022.	
DSC	C/SSC Chairperso	on .

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

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

Members:

Conformé:



Applicant's Signature Over Printed Name

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



Date: _



Enclosure No. 3 of DM No. _____ s. 2022

Item Number: ____

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:

Vice:

BASIC REQUIREMENTS	(/) c appr col	a check on the opriate umn
	С	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		
 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		
Latest Service Record signed by HRMO		
Latest Approved Appointment		
C. Outstanding Accomplishments		
a. Outstanding Employee Award		
 Certificate of Recognition/Plaque/Trophy and other MOVs of the award received. 		
b. Innovations		
 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		
• A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.		
d. Publication/Authorship		

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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





 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. 	
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia	
Certificates (Authenticated by School Principal or PSDS)	
D.a Education • Authenticated Transcript of Records (at least MAED-CAR)	
Authenticated Transcript of Records (at least MAED-CAR) D.bTraining, any of the following	
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 lacking/required documents shall be submitted on or before If appl the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of applications.	icant fails to submit ation.
Signed on the day of, 2022.	
Signature over Printed Name of Applicant Signature Over Printed Name Chair or Represent	
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 of	late)
Signed on this day of, 2022.	
DSC/SSC Chairperson	
Members:	
Conformé: Date:	
Applicant's Signature Over Printed Name Note: If applicant fails to sign in the conformé, please state reason, i.e. failed to appear on the agreed date. This che must be submitted with the folder of the applicant.	cklist
PERSONNELshd/Division Memorandum/	
N-avigating O-pportunities to R-eengineer for T-ransformation& e-mail address: zn.division@deped.gov.ph Capitol Drive, Estaka, Dipolog City, 7100 With a Sense of Urger	35-150 CENTER S 510 **

E-mpowerment



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

13 NN 2022.

Date of Publication

Doc. No.: D-00 F3

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of <u>DepEd_ZN</u> in the CSC website:

VIRGILIO P. BATAN, JR., CESO VI
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE
DATE: 05/12/2022 C

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

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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; 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

2. Performance rating in the last three (3) rating period;

Photocopy of certificate of eligibility/rating/license;
 Photocopy of Transcript of Records;

5. Photocopy of Certificate of Employment and/or Service Record; and

6. Photocopy of Certificate of Trainings and awards.

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

VIRGILIO P. BATAN, JR., CESO VI

SCHOOLS DIVISION OF ZAMBOANBGA DEL NORTE CAPITOL DRIVE, ESTAKA, DIPOLOG CITY SCHOOLS DIVISION SUPERINTENDENT

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CERTIFIED BY

Atty, JERRY N. MAYORALIA.
DIRECTOR II (19/1)