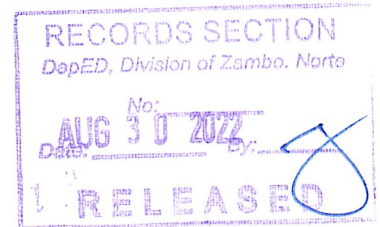




Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum:

No. 329, 2022

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

FROM : VIRGILIO P. BATAN, JR., CESO VI
 Schools Division Superintendent

JRM
 JUDITH V. ROMAGUERA, CESO VI
 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 : AUGUST 26, 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
MASTER TEACHER II (Elementary)	MTCHR2-570007-2012	ROXAS I	1	Education: BEED/BSED or Bachelor's Degree plus 18 prof. units in Educ. w/ appropriate major; & 24 units for Master's Degree in Education; Experience: 1 year as MT-I or 4 years as T-III; Training: 4 Hrs. Relevant Training; Eligibility: RA 1080
MASTER TEACHER I (Elementary)	MTCHR1-571506-1998	BACUNGAN I	1	Education: BEED/BSED W/ 18 MA units; Experience: 3 Years Relevant Experience Training: None Required Eligibility: PBET/LET
TEACHER I (Secondary)	TCH1-570233-2007	SERES NHS	1	Education: BSED or Bachelor's Degree plus 18 Prof. units in Education w/ appropriate major or Bachelor in Secondary Education, or its equivalent; Experience: 1 Year Relevant Experience Training: None Required Eligibility: RA 1080

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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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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

DISBURSING OFFICER II	DO2-570005- 2011	SIBUCO I	1	Education: Completion of 2 Years College Studies; Experience: 1 Year Relevant Experience Training: 4 hrs. Relevant Training Eligibility: CS Sub Prof
ADMINISTRATIVE AIDE VI	ADA6-570080- 2014	DIVISION OFFICE	4	Education: Completion of 2 Years College Studies; Experience: 1 Year Relevant Experience Training: None Required Eligibility: CS Sub Prof
	ADA6-570081- 2014			
	ADA6-570083- 2014			
	ADA6-570085- 2014			

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. Following Division Memorandum No.310 s. 2022, Teacher II and Teacher III ranking and interview for Elementary and Junior High School Items must take place in the district or school with the district or school personnel selection committee, depending on where the opening is. RQA charting for vacant Teacher II Senior Items will be done in the division office.
4. 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 **September 13, 2022**. (See DepEd Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).
5. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 3).
6. The skills test and interview will be on **September 28-30, 2022**. 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).
7. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
8. For information, guidance and compliance.

PERSONNEL.sghv/Division Memorandum PublicationSheet23/082522

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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

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

Name of Applicant: _____ School/District: _____
Item Number: _____ Vice: _____

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. 		
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 		

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<ul style="list-style-type: none"> A copy of newspaper/magazine of wide circulation where authored article on education was published. 		
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia <ul style="list-style-type: none"> Certificates (Authenticated by School Principal or PSDS) 		
D.a Education <ul style="list-style-type: none"> Authenticated Transcript of Records (at least MAED-CAR) 		
D.b Training, any of the following <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 lacking/required documents shall be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2022.

 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 _____, 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 checklist must be submitted with the folder of the applicant.

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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)

Name of Applicant: _____ School/District: _____
 Item Number: _____ Vice: _____

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
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		
<p><i>a. Introduced any of the following which has been ADOPTED or USED by the school or district.</i></p> <ul style="list-style-type: none"> 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.) 		
<p><i>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.</i></p> <ul style="list-style-type: none"> 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/certification with inclusive dates, school paper for school publication adviser) 		
<p><i>c. Served as chairman of a special committee* such as curriculum study committee, committee to prepare instructional materials, committee to prepare school program**, and discharged the work efficiently.</i></p> <ul style="list-style-type: none"> 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) 		
<p><i>d. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare.</i></p> <ul style="list-style-type: none"> A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
<p><i>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.</i></p> <ul style="list-style-type: none"> 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. 		
<p><i>f. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: pax should be teachers or other school personnel)</i></p>		

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<ul style="list-style-type: none"> 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) 		
<p>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.</p> <ul style="list-style-type: none"> 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. <p>h. Authorship</p> <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 LRMSD or Division Learning Area Supervisor; or A copy of newspaper/magazine of wide circulation where authored article on education was published. 		
<p>DEMONSTRATION TEACHING</p> <ul style="list-style-type: none"> 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 (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 applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on this ____ day of _____, 2022.

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 MT ____ 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 _____, 2022.

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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Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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

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

Name of Applicant: _____ School/District: _____
Item Number: _____ Vice: _____

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 2018-2019; 2019-2020; 2020-2021) 		
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. 		
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		

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

<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. 		
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia <ul style="list-style-type: none"> • Certificates (Authenticated by School Principal or PSDS) 		
D. Education <ul style="list-style-type: none"> • Authenticated Transcript of Records (at least MAED-CAR) 		
E. Training, any of the following <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 lacking/required documents shall be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2022.

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 _____, 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 checklist must be submitted with the folder of the applicant.

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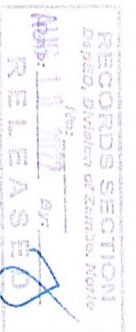
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Republic of the Philippines
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Request for Publication of Vacant Positions

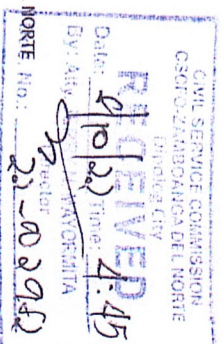


Electronic copy to be submitted to the CSC FO must be in MS Excel format

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd ZN in the CSC website:

VIRGILIO P. BATAN, JR., CESO VI
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE
DATE: 04/10/2022



No.	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards	Education	Training	Experience	Eligibility	Compe tency (if applica ble)	Place of Assignment
1	MASTER TEACHER II	MTCR2-570007-2012	19	49,835	BSED OR BACHELOR'S DEGREE PLUS 18 PROF. UNITS IN EDUCATION; AND 24 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT	BSED OR BACHELOR'S DEGREE PLUS 18 PROF. UNITS IN EDUCATION; AND 24 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT	4 HRS. RELEVANT TRAININGS	1 YEAR AS MT-I OR 4 YEARS AS T-III	RA 1080 (TEACHER)		ROYAS I
2	MASTER TEACHER I	MTCR1-571506-1998	18	45,203	BSED/BSED OR BACHELOR'S DEGREE PLUS 18 PROF. UNITS IN EDUCATION ; & 18 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT	BSED/BSED OR BACHELOR'S DEGREE PLUS 18 PROF. UNITS IN EDUCATION ; & 18 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT	NONE REQUIRED	3 YEARS REL. EXP.	RA 1080 (TEACHER)		BACUNGAN I
3	TEACHER I	TCH1-570233-2007	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		SERES NINS
4	DISBURSING OFFICER II	DO2-570005-2011	8	18,998	COMPLETION OF 2 YEARS COLLEGE STUDIES	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL TRAINING	1 YEAR REL. EXP.	CS SUB PROF.		SIBUCO I

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 three (3) rating period;
3. Photocopy of certificate of eligibility/rating/license;
4. 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 SUPERINTENDENT
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
CAPITOL DRIVE, ESTAKA, DIPOLOG CITY
zambonortedsped@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CERTIFIED BY

AMY JENY N. MAYORMITA
DIRECTOR II 4/14/22



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



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:

SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE
DATE: 08/04/2022

RECEIVED
CIVIL SERVICE COMMISSION
OSORO ZAMBOANGA DEL NORTE
Date: 8/10/22 Time: 4:45
By: Ailyn J. ...
Doc. No.: 22-00-2082

No.	Position Title	Plantilla Item No.	Salary/		Qualification Standards	Training	Experience	Eligibility	Comp tenency (if applica ble)	Place of Assignment
			Job/ pay Grade	Monthly Salary						
1	ADMINISTRATIVE AIDE VI	ADA6-570080-20:1-4	6	16,877	COMPLETION OF 2 YEARS COLLEGE STUDIES Education	NONE REQUIRED	1 YEAR REL. EXP	CS SUB PROF		DIVISION OFFICE
2	ADMINISTRATIVE AIDE VI	ADA6-570081-20:1-4	6	16,877	COMPLETION OF 2 YEARS COLLEGE STUDIES	NONE REQUIRED	1 YEAR REL. EXP	CS SUB PROF		DIVISION OFFICE
3	ADMINISTRATIVE AIDE VI	ADA6-570083-20:1-4	6	16,877	COMPLETION OF 2 YEARS COLLEGE STUDIES	NONE REQUIRED	1 YEAR REL. EXP	CS SUB PROF		DIVISION OFFICE
4	ADMINISTRATIVE AIDE VI	ADA6-570085-20:1-4	6	16,877	COMPLETION OF 2 YEARS COLLEGE STUDIES	NONE REQUIRED	1 YEAR REL. EXP	CS SUB PROF		DIVISION OFFICE

Interested and qualified applicants to include persons with disability (PWDs), 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 three (3) rating period;
3. Photocopy of certificate of eligibility/training/license;
4. 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 SUPERINTENDENT
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
CAPITOL DRIVE, ESTAKA, DIPOLOG CITY
zambonord@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CERTIFIED BY

Amy Jeryn N. Mayork...
AMY JERYN N. MAYORK...
DIRECTOR IIS/K/n

Sheet 23