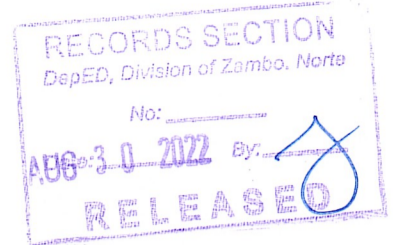




Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
 No. 532, 2022

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

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

*J. Romaguera*  
**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 25, 2022

- 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
HEAD TEACHER III (Elementary)	HTEACH3-570419-1998	BACUNGAN DIST.	1	<b>Education:</b> BEED/BSED or Bachelor's Degree with 18 Prof. Units in Education; <b>Experience:</b> HT for 1 year; TIC for 2 years; Teacher for 5 years <b>Training:</b> 24 hours of relevant training <b>Eligibility:</b> RA 1080 PBET/LET
TEACHER III (Secondary)	TCH3-572134-1998	SIBUTAD NHS	1	<b>Education:</b> BSED or Bachelor's Degree with 18 Prof. Units in Education with appropriate major; <b>Experience:</b> 2 Years Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
TEACHER III (Elementary)	TCH3-570259-2016	POLANCO I	1	<b>Education:</b> BEED/BSED or Bachelor's Degree with 18 Prof. Units in Education; <b>Experience:</b> 2 Years Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
TEACHER II (Secondary)	TCH2-570071-2009	RIZAL NHS	1	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> None Required

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Capitol Drive, Estaka, Dipolog City, 7100  
 Tel No.: (065) 212-5943  
 e-mail address: zn.division@deped.gov.ph



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				<b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
TEACHER I (Secondary)	TCH1-596978-1998	RIZAL NHS	2	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
	TCH1-596985-1998			
TEACHER I (Elementary)	TCH1-570273-2017	SINDANGAN SOUTH II	3	<b>Education:</b> BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
	TCH1-589610-1998	SINDANGAN CENTRAL I		
	TCH1-570013-2006	SERGIO OSMENA-BAGONG BAGUIO EXT.		
ADMINISTRATIVE ASSISTANT III	ADAS3-570094-2017	PIAN BUIGARIN CS-SINDANGAN NORTH II	1	<b>Education:</b> Completion of 2 Years College Studies Incl. or Supplemented w/ 12 units in Accounting <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> 4 hrs. Relevant Training <b>Eligibility:</b> CS Sub Prof

- 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.
- 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.
- 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 12, 2022**. (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 3).
- 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).

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7. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
8. For information, guidance and compliance.

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*PERSONNELsgw/Division Memorandum PublicationSheet21/082522*

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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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
III. One (1) Authenticated PRC License		
<b>REQUIRED DOCUMENT/S PER CRITERION</b>		
<b>A. Performance Rating</b>		
<ul style="list-style-type: none"> <li>• Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)</li> </ul>		
<b>B. Experience</b>		
<ul style="list-style-type: none"> <li>• Latest Service Record signed by HRMO</li> <li>• Latest Approved Appointment</li> </ul>		
<b>C. Outstanding Accomplishments</b>		
<b>a. Outstanding Employee Award</b>		
<ul style="list-style-type: none"> <li>• Certificate of Recognition/Plaque/Trophy and other MOVs of the award received.</li> </ul>		
<b>b. Innovations</b>		
<ul style="list-style-type: none"> <li>• 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)</li> </ul>		
<b>c. Research and Development Projects</b>		
<ul style="list-style-type: none"> <li>• A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<b>d. Publication/Authorship</b>		
<ul style="list-style-type: none"> <li>• 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</li> </ul>		

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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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
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		
<b>DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT</b>		
<b>a. Introduced any of the following which has been ADOPTED or USED by the school or district.</b> <ul style="list-style-type: none"> <li>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.)</li> </ul>		
<b>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.</b> <ul style="list-style-type: none"> <li>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)</li> </ul>		
<b>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.</b> <ul style="list-style-type: none"> <li>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)</li> </ul>		
<b>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.</b> <ul style="list-style-type: none"> <li>A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<b>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.</b> <ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>f. Organized/managed an in-service activity or other similar activity at least on the school level.</b> (Note: pax should be teachers or other school personnel)		

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<ul style="list-style-type: none"> <li>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)</li> </ul>		
<p><b>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.</b></p> <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul> <p><b>h. Authorship</b></p> <ul style="list-style-type: none"> <li>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</li> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		
<p><b>DEMONSTRATION TEACHING</b></p> <ul style="list-style-type: none"> <li>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)</li> </ul>		

**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 HRMP SB:**

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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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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
III. One (1) Authenticated PRC License		
<b>REQUIRED DOCUMENT/S PER CRITERION</b>		
<b>A. Performance Rating</b>		
<ul style="list-style-type: none"> <li>• Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2018-2019; 2019-2020; 2020-2021)</li> </ul>		
<b>B. Experience</b>		
<ul style="list-style-type: none"> <li>• Latest Service Record signed by HRMO</li> <li>• Latest Approved Appointment</li> </ul>		
<b>C. Outstanding Accomplishments</b>		
<b>a. Outstanding Employee Award</b>		
<ul style="list-style-type: none"> <li>• Certificate of Recognition/Plaque/Trophy and other MOVs of the award received.</li> </ul>		
<b>b. Innovations</b>		
<ul style="list-style-type: none"> <li>• 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)</li> </ul>		
<b>c. Research and Development Projects</b>		
<ul style="list-style-type: none"> <li>• A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<b>d. Publication/Authorship</b>		

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<ul style="list-style-type: none"> <li>• 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</li> <li>• A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		
<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b> <ul style="list-style-type: none"> <li>• Certificates (Authenticated by School Principal or PSDS)</li> </ul>		
<b>D. Education</b> <ul style="list-style-type: none"> <li>• Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>		
<b>E. Training, any of the following</b> <ul style="list-style-type: none"> <li>• 3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>• 1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>• Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>		

**C (Complied)** – documents meet the requirements in terms of veracity, authenticity and completeness.

**INC (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: \_\_\_\_\_  
 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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RECORDS SECTION  
DepEd Division Office - Zamboanga, North  
JUL 23 2022  
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Page 21

**To: CIVIL SERVICE COMMISSION (CSC)**

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

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format to ZAMBOANGA DEL NORTE  
 RECEIVED  
 Date: 9/2/22 Time: 9:30  
 By: JAY EBBEL PRETRIPALTA  
 Director  
 Doc. No.: 32-000-1-2022

**VIRGILIO P. BATAN, JR., CESO VI**  
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE  
DATE: 07/28/2022

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	HEAD TEACHER III	HTEACH3-570419-1998	16	38,150	AT LEAST 36 MA UNITS IN THE FIELD OF ADMINISTRATION, SUPERVISION, LEADERSHIP/ MANAGEMENT	31 HRS. REL. TRAINING	HT FOR 2 YRS/TEACHER FOR 5 YRS	RA 1079		BACUNGAN
2	TEACHER III	TCH3-570259-2016	13	29,798	BSED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET		POLANCO I
3	TEACHER III	TCH3-572134-1998	13	29,798	BSED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET		SIBUTAD NHS
4	TEACHER II	TCH2-570071-2009	12	27,608	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		RIZAL NHS
5	TEACHER I	TCH1-596978-1998	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		RIZAL NHS
6	TEACHER I	TCH1-596985-1998	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		RIZAL NHS
7	TEACHER I	TCH1-570273-2017	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		SINDANGAN SOUTH II

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards	Training	Experience	Eligibility	Competency (if applicable) e)	Place of Assignment
			FV		Education					
8	TEACHER I	TCH1-589610-1998	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		SINDANGAN CENTRAL II
9	TEACHER I	TCH1-570013-2006	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)		SERGIO OSMEÑA-BAGONG BAGUIO EXT.
10	ADMINISTRATIVE ASSISTANT III	ADASS-570094-2017	9	20,402	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.		JUAN BUGARIN CS-SINDANGAN NORTH II

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](http://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 ZAMBOANGBA DEL NORTE  
CAPITOL DRIVE, ESTAKA, DIPOLOG CITY  
[zamboanortedelapad@yahoo.com](mailto:zamboanortedelapad@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**CERTIFIED BY**

  
**ATTY. JERRY N. MAYORMITA**  
DIRECTOR II *8/3/17*