



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 7, 2022

Congratulations!

Shareen P. Castro

Teacher I

Sibuco NHS-Lubay Ext. HS

We are so happy to inform you that you are hired as a teaching employee in the Department of Education - Division of Zamboanga Del Norte!

After the selection process of the HRMPSB to all of the applicants, we found you the most suitable person for the position. We believe that your addition to the workforce will add great value to the mission and vision of the Department of Education.

We will require the checking of your employment eligibility, thus, you are advised to submit your pertinent papers to the Personnel Office on or before the indicated deadline on the attached Division Advisory.

Upon submission of your pertinent papers for appointment, the Personnel and Payroll team will initially brief you about the monetary claims you are entitled to. However, the rest of the policies and benefits will be discussed in detail during the induction program and orientation of newly hired teachers.

We look forward to you joining us in hopes of cooperation for the good of the public service.

Very truly yours,


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

PERSONNELbrg/ CongratulatoryLetter/CL003-2022/11072022



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 7, 2022

To: Appointees listed below

Congratulations!

1. Dara Jean P. Mentolaroc	Teacher I	Transferred to Isis NHS
2. Mary Ann M. Valer	Teacher I	Transferred to Sibutad NHS
3. Irene D. Apilan	Teacher I	Transferred to Sawang NHS
4. Ediza T. Amante	Teacher I	Transferred to Matam NHS
5. Sheena Mae C. Oralde	Teacher I	Transferred to Tampilisan NHS
6. Richlene A. Partosa	Teacher I	Transferred to Batayan NHS

We are glad to inform you that your request for transfer is approved. Your hard work and perseverance have paid off.

It is with the most sincere of hopes that our institution will grow even more efficiently under your leadership and skills in your reassigned station. We hope that your performance there will be much better than before. May this transfer boost your enthusiasm to some level and lead you towards prosperity and success. We believe that you will surely bring honor not only in your locality but also to the Department of Education-Division of Zamboanga Del Norte.

We express our appreciation and gratitude to the commendable services you have rendered and we constantly hope for your continued support and cooperation in your present school assignment for the good of the public service.

Hope this reassignment brings all kinds of new challenges and opportunities for you.

Sincerely yours,

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

PERSONNELbrg/ CongratulatoryLetter/ CL001-2022/ 11072022



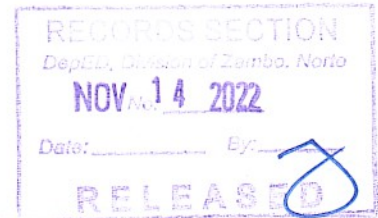
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 103, s. 2022

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

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

SUBJECT : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : November 7, 2022

1. With the approval of the **plotting worksheet of newly hired and transferred teachers in Junior High School (Natural Vacancy)** the appointees listed hereunder are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before November 14, 2022.

NAME	POSITION TITLE	SCHOOL ASSIGNMENT
1. Dara Jean P. Mentolaroc	Teacher I	Transferred to Isis NHS
2. Mary Ann M. Valer	Teacher I	Transferred to Sibutad NHS
3. Irene D. Apilan	Teacher I	Transferred to Sawang NHS
4. Ediza T. Amante	Teacher I	Transferred to Matam NHS
5. Sheena Mae C. Oralde	Teacher I	Transferred to Tampilisan NHS
6. Richlene A. Partosa	Teacher I	Transferred to Batayan NHS
7. Shareen P. Castro	Teacher I	Sibuco NHS-Lubay Ext. HS

2. Attached herewith is the list of requirements that needs to be complied before the deadline.

3. For any queries or clarifications, you may call telephone number (065) 917 6137/ 09661571283 or email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.

4. For information and guidance.

PERSONNELbrg/ Division Advisory to Submit Pertinent Papers for Appointment/A00017/10142022



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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

REQUIREMENTS FOR PROMOTION AND TRANSFER WITHIN THE DIVISION

Revised Oct. 2022

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: "CSC Documents"

- A. **3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **2 copies** Original Work Experience Sheet
- C. **2 copies** Original Authenticated PRC License (must be certified by è PRC)
- D. **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.
- E. **2 copies** Original PDF (Position Description Form) Revised 2017

Label: "DIVISION Documents"

- A. **1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **1 copy** Work Experience Sheet
- C. **2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar)
- D. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- E. **2 copies** Marriage Contract (if married woman)
- F. **2 copies** PRC License
- G. **2 copies** PRC Rating
- H. **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
- I. **1 copy** Notarized Sworn Statement of Assets and Liabilities 2021
- J. **1 copy** Latest IPCRF
- F. **2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺



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